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UP Center for Ethnomusicology

University of the Philippines

15 March 2022

To: All UPCE Users

From: LaVerne David C. de la Peña, PhD

Director

In view of the lowered restrictions in NCR from IATF Level 1 and in reference to Memo No. FRN 22-044, the UP Center for Ethnomusicology will adapt the following:

- 1. Library and Archive services in the UPCE Reading Room will be available from 9 AM to 4 PM, strictly by appointment;
- 2. Instruments have to be requested via email 3 working days prior to lending;
- 3. Only fully-vaccinated clients will be allowed entry into the UPCE Reading Room. Please bring your vaccination card;
- 4. Library and Archive users are encouraged to bring their own gadgets (laptop, tablet, smartphone, etc.) to access digital materials;
- 5. All requests for materials have to be sent to upethno_archive.upd@up.edu.ph;
- 6. For a complete list of available services, attached is a copy of the UPCE Citizen's Charter.

Minimum standard health protocols will be observed at all times.

For your guidance and implementation.





UNIVERSITY OF THE PHILIPPINES CENTER FOR ETHNOMUSICOLOGY CITIZEN'S CHARTER 2020 EDITION

Diliman, Quezon City

The UP Center for Ethnomusicology Citizen's Charter is in compliance with the 2018 Republic Act 11032, An Act Promoting Ease of Doing Business and Efficient Delivery of Government Services, Amending for the Purpose Republic Act No. 9485 Otherwise Known as the Anti-Red Tape Act of 2007.

The UPCE Citizen's Charter is based on the initial list of services found in the 2010 User Access Policy. This was drafted during the term of UPCE Executive Director Ramon P. Santos, PhD, by Dayang Magdalena Nirvana T. Yraola in consultation with Atty. Vyva Victoria M. Aguirre, then Dean of the UP Diliman Institute of Library and Information Science (ILIS) and Elvira B. Lapuz, professor of ILIS.

Under the term of UPCE Director LaVerne David C. de la Peña, PhD, the UPCE Focal Person, Roan May DG. Opiso, revised the 2010 User Access Policy to be aligned with the requirements of the Citizen's Charter. With the guidance of the Resources Planning and Research Division (RPRD) of the UP Diliman Human Resource Development Office, the draft was first submitted in 2019. This current iteration was revised in 2020 are a response to the guidelines from the Covid-19 Inter-Agency Task Force (IATF) and the university.



University of the Philippines Diliman

Mandate:

Through the Republic Act 9500, otherwise known as "the University of the Philippines Charter of 2008", an act strengthening the University of the Philippines as a national university, a public and secular institution of higher learning and a community of scholars dedicated to the research for truth and knowledge as well as the development of future leaders. Mandated to perform its unique and distinctive leadership in higher education and development."

The University of the Philippines shall:

Lead in setting academic standards and initiating innovations in teaching, research and faculty development in philosophy, the arts and humanities, the social sciences, engineering, natural sciences, mathematics and technology; and maintain centers of excellences in such discipline and professions;

Serve as a graduate university by providing advanced studies and specialization for scholars, scientists, writers, artists and professionals, especially those who serve on the faculty of state and private colleges and universities;

Serve as a research university in various fields of expertise and specialization by conducting basic and applied research and development, and promoting research in various colleges and universities, and contributing to the dissemination and application of knowledge;

Lead as a public service university by providing various forms of community, public and volunteer service, as well as scholarly and technical assistance to the government, the private sector, and civil society while maintaining its standards of excellence;

Protect and promote the professional and economic rights and welfare of its academic and non-academic personnel;

Provide opportunities for training and learning in leadership, responsible citizenship, and the development of democratic values, institutions and practice through academic and non-academic programs, including sports and the enhancement of nationalism and national identity;

Serve as a regional and global university in cooperation with international and scientific union networks of universities, scholarly and professional associations in the Asia Pacific Region and round the world; and

Provide democratic governance in the university based on collegiality representation, accountability, transparency and active participation of its constituents and promote the holding of fora for students, faculty and research, extension and professional staff (reps), administrative staff and alumni to discuss non-academic issues affecting the University.

Vision:

A great university, taking a leadership role in the development of a globally competitive Philippines.

Driven by:

Academic excellence and operational excellence;

Strong research and creative capability, supported by an expanded graduate program and geared to addressing the country's problems;

Excellent faculty and staff working in an environment conducive to outstanding performance and high productivity;

The best and brightest students from across the country prepared for successful careers and responsive citizenship;

Strong support from the alumni and other stakeholders;

High visibility and effective public service;

Modernized physical facilities and technological infrastructure for teaching, research and administration; and

Financial sustainability achieved by resource generation and administrative efficiency, while preserving its public character.

Mission:

Academic Freedom

UP has the right and responsibility to exercise academic freedom.

Academic Excellence

UP has the responsibility to maintain and enhance its high academic standards in the performance of its functions of instruction, research and extension, and public service.

Commitment to National Development

UP shall harness the expertise of the members of its community and other individuals to regularly study the state of the nation in relation to its quest for national development in the primary areas of politics and economics, among others.

UP shall identify key concerns, conduct research and formulate responsive policies regarding these concerns, give advice and recommendations to the President of the Philippines, Congress, the Supreme Court, the lower courts, other government agencies and instrumentalities.

Social Responsibility

UP is committed to serve the Filipino nation and humanity, and relate its activities to the needs of the Filipino people and their aspirations for social progress and transformation, and provide venues for student volunteerism.

Democratic Access

UP shall take affirmative steps, which may take the form of an alternative and equitable admissions process to enhance the access of disadvantaged students.

Sports

UP shall undertake and support comprehensive sports programs that promote physical education, uphold excellence and encourage competitive participation in sports activities, instill school identity and solidarity, cultivate pride, self-discipline and teamwork.

Institutional and Fiscal Autonomy

UP has the right to be treated in a manner consistent with its institutional requirements as the national university by the service-wide agencies in the exercise of their respective jurisdiction.

Taking into account national goals and priorities, UP shall exclusively determine its teaching, research and extension thrusts, plans, policies, programs and standards, and on the basis of such determination, shall recommend its annual budget to the President of the Republic of the Philippines and Congress.

Service Pledge:

Honor, excellence and democratic governance guided in decision-making: collegiality, representation, accountability, transparency, and active participation of the university's constituents.

Accessibility and responsiveness, breaking down bureaucratic walls and ensuring an administration accessible and responsive to its stakeholders.

Innovativeness and creativity in making decisions, not bounded by traditional solutions. Up shall be prepared to pursue innovative approaches in solving the problems and issues that confront the university.

One university, guided by the spirit of oneness: common standards of excellence, harmonized systems, common and shared services across constituent universities, yet decentralized decision-making and execution.

All applicants or requesting parties who are within the premises of the office prior to the end of official working hours and during lunch break shall be attended to.



UNIVERSITY OF THE PHILIPPINES

CENTER FOR ETHNOMUSICOLOGY

Mandate:

A special ethnomusicological collection consisting of 2,500 hours of tapes of Philippine and Asian music, field notes, music notation, song texts; more than 2,000 books and journals, and a hundred music onstruments have been gathered since 1952 by the late Dr. Jose M. Maceda, National Artist for Music.

In its 1039th meeting on 14 March 1991, the University of the Philippines Board of Regents approved the establishment of the U.P. Ethnomusicological Archives with these purposes: a) to preserve the integrity of the special ethnomusicological collection, setting it apart from other library holdings of the College of Music (which has been the case since the 1950's); and b) to create in the University a center for ethnomusicological research of the musics of the Philippines and the world, where scholars can meet and convene, and do research.

In its 1056^{th} meeting on 17 December 1992, the Board of Regents $\,$ recognized Dr. Maceda's own original work and his authorship of the collection created as a result of his research.

In its 1110th meeting on 26 June 1997, the Board of Regents approved the organization, transformation and upgrading of the U.P. Ethnomusicological Archives into a Center for Ethnomusicology, attached to the Office of the Chancellor, U.P. Diliman, with the following functions: a) to develop, organize, manage, and conduct music research with focus on the development of new theories of music composition, distribution of music instruments, and recognition of fundamentals binding the musics of Asia and the relationship of languages to music structure; to serve as source of teaching and research materials and to house all musical instruments; to publish and openly disseminate research of the Center; to conduct dialogues, trainings, conferences, and other for a related to its primary functions; and to obtain and manage funds contributed by public and private persons and entities.

In its 1336th meeting on 1 August 2018, the Board of Regents approved the transfer of the Center for Ethnomusicology from the Office of the Chancellor to the Office of the Vice Chancellor for Research and Development as part of the rationalization of UP Diliman's organization structure.

Today, the University of the Philippines Center for Ethnomusicology (UPCE) is a music research center comprised of a library, archive, instrumentarium, and audio conservation laboratory. The Center currently houses collections from National Artists for Music Jose Maceda (1917-2004), Felipe de Leon (1912-1992), and Ramon P. Santos. Included also are rare and culturally-significant items from Marialita Tamanio-Yraola (1944-2018), F. Landa Jocano (1930 –2013), Elena Rivera Mirano, Felicidad Prudente, Fekke de Jager, and the Center for West Visayan Studies. The wide range of materials in the Center encompass sounds, books and other monographs, periodicals, fieldnotes, photographs and transparencies, musical instruments, music scores, maps, blueprints, performance paraphernalia, vintage recording equipment, and other various items of cultural heritage on the musics and musical traditions collected from the Philippines and Asia, and some parts of Africa and South America. In particular, the Jose Maceda Collection was inscribed into the UNESCO Memory of the World Registry in recognition of its valuable international documentary heritage.

Recognized in 2018 by the National Research Council of the Philippines (NRCP) in the Outstanding Institution Awards, the UPCE aims to maintain its place among the leading research institutions in Southeast Asia, harnessing the interdisciplinary perspectives of academic scholarship, pedagogy, artistic production and other fields in the study of music and sound.

Vision:

The UPCE will serve as a leading research institution in the country, perpetuating and harnessing its ethnomusicological collections and generating musical and music-related knowledge and materials from an interdisciplinary perspective for academic study, pedagogy, artistic production and other applications.

Mission:

The UP Center for Ethnomusicology shall:

- Complete, organize, preserve, and make accessible a representative ethnomusicological survey of the Philippines
- Provide primary information on the musical traditions in the Philippines to Filipinos as well as the international community of scholars;
- Encourage local and international scholars and artists to utilize the collection in advancing knowledge of musical cultures in the Philippines vis-à-vis the larger Southeast Asian community through comparative studies and exchanges; and,
- Search for new theories of music and contemporary musical expressions through the studies of the materials in the collection

Service Pledge:

HONOR and EXCELLENCE will be espoused by all personnel of the UP Center for Ethnomusicology (UPCE) in the conduct of its operations.

The UPCE firmly commits to serving its primary clients and stakeholders – the people whose voices are recorded and represented in the archival collections, with utmost RESPECT in the PRESERVATION, TRANSMISSION and REPRESENTATION of cultures. Strict adherence to policies, relevant laws, and cultural traditions will be prioritized in pursuing solutions which will ensure a balance between providing access and safeguarding the UPCE collection from misuse, misrepresentation, and general disrespect of culture.

The UPCE will strive to maintain ACCURACY, TIMELINESS, and TRANSPARENCY in providing information to its Library, Archive, and Instrumentarium clients; serving with RESPECT, DIGNITY, and INTEGRITY in responding to information needs. The UPCE will ensure FAIRNESS and EQUALITY in the level of service provided to all clients regardless of sex, gender, age, religion, and political inclination.

The UPCE does not accept any GIFTS or BENEFITS that might be seen to prejudice our position or lead to conflicts of interest. The UPCE is prepared to exercise HONESTY and ACCOUNTABILITY for any action undertaken in the line of duty.

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Office of the Vice Chancellor for Research and Development UP Center for Ethnomusicology

External Services

1. Online access to iLib and UPCE Collections Portal

Request for equipment to access iLib, UPCE Collections Portal inside the UPCE Library

Office or Division:	UP Center for Ethn	omusicology (UPCI	Ε)		
Classification:	Simple				
Type of Transaction:	Government to Cit	Government to Citizen; Government to Government; Government to Business			
Who may avail:	2. Filipino non-l personnel, res 3. Foreign stude	2. Filipino non-UP students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists; and,			
CHECKLIST OF R	EQUIREMENTS		WHERE TO SECURE		
UP Clients					
Valid UP ID (studer Card (alumni) (origin	-	UP Office of the U Association (alum	University Registrar (stu uni)	dent) or UP Alumni	
Filipino Non-UP Cli	ents				
Valid government company ID with cand signature) (1 or	lient's photograph				
Foreign	eign				
Valid IDs (passport affiliated institution)				passport, and their	
CLIENT STEPS	CLIENT STEPS AGENCY ACTION		PROCESSING TIME	PERSON RESPONSIBLE	
1. Present valid ID and request for equipment for accessing iLib and UPCE Collections Portal at the UPCE Library personnel (for use only inside the UPCE during service hours)	1.1 Receive request 1.2 Prepare UPCE computer for client use; assist client whenever necessary	None	15 Minutes	Library Personnel UPCE	
	TOTAL:	None	15 Minutes		

2. UPCE Registration

Registration for entry and access to the UPCE library, archives, and instrumentarium (valid for one calendar year upon completion of registration)

Office or Division:	UP Center for Ethno	omusicology (UPCE)	
Classification:	Simple			
Type of Transaction:	Government to Citi	zen; Government to	Government; Governme	nt to Business
Who may avail:	 UP students and UP alumni Filipino non-UP students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists; and, Foreign students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists 			
CHECKLIST OF R	REQUIREMENTS		WHERE TO SECURE	
UP Clients				
Valid UP ID (student Card (alumni) (origin	-	UP Office of the U Association (alum	niversity Registrar (stud ni)	lent) or UP Alumni
Accomplished UPCE endorsed by the clie			nomusicology Library onomusicology website)	r (download at the
Unit, or Librarian (1	original copy)		.	
For archive clients, deproposed work/stud		Requesting Party		
Filipino Non-UP Cli				
Valid government ID, school ID, or		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, COMELEC, PRC,		
company ID with client's photo and		LTO, School of Affiliation, Company of Affiliation		
signature (1 origina				
Accomplished UPCE		UP Center for Ethnomusicology Library or (download at the		
endorsed by the clie		UP Center for Ethr	nomusicology website)	
Unit, or Librarian (1) For archive clients, d		Requesting Party		
proposed work/study) (1 original copy)		Requesting Party		
Foreign				
Valid IDs (passport and ID from their affiliated institution); (original copy)				
Accomplished UPCE Registration form endorsed by the client's respective Dean, Head of Unit, or Librarian (1 original copy)			nomusicology Library o nomusicology website)	r (download at the
For archive clients, d	For archive clients, description of proposed work/study) (1 original			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present valid	1.1 Receive	Tinib		THE OTHER PROPERTY.
ID and submit	accomplished	None	5 Minutes	Library Personnel

	requirements to the UPCE Library Personnel in person or through email		UPCE Registration form with complete attachments Present details of payment and instructions, and directions to the UP Cashier's office			UPCE
2.	Pay corresponding fee at UP Cashier	2.	Wait for client step	Registration fee UP: PHP 50.00 Filipino non-UP: PHP 150.00 Foreign: PHP 500.00	1 Day (paused-clock)	UP Cash Office
3.	Present receipt as Official Receipt to UPCE	3.	Input Registration of client in the database	None	5 Minutes	Library Personnel UPCE
			TOTAL:	Registration fee - UP: PHP 50.00 Filipino non-UP: PHP 150.00 Foreign: PHP 500.00	1 Day and 10 minutes	

3. UPCE Tour

Request for and participation in guided UPCE library, instrumentarium, and/or archive tour

Office or Division:	UP Center for Ethnomusicology (UPCE)		
Classification:	Simple		
Type of Transaction:	Government to Citizen; Government to Government; Government to Business		
Who may avail:	 UP students and UP alumni Filipino non-UP students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists; and, 		

3. Foreign students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists

	researchers, cuiturai	i woi kei s, and ai tis	51.5	
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE		
	ent) or UP Alumni Card of group head if group y)	UP Office of the University Registrar (student) or U Alumni Association (alumni)		
Valid UPCE Regis group head if group	tration (Registration of otour)	UP Center for Eth	nomusicology Library	
	ldressed to the UPCE by their respective Head copy)	Requesting Party		
Valid government ID with client's ph	ID school ID, or company oto and signature (Valid f group tour) (1 original	BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, COMELE		
Valid UPCE Regis group head if group	tration (Registration of otour);	UP Center for Eth	nomusicology Library	
Request letter addressed to the UPCE Director endorsed by their respective Head of Unit (1 original copy)		Requesting Party		
affiliated institution	ort and ID from their on) (Valid ID of group	Respective government institution issuing passport, and their affiliated institution		
head if group tour) (original copy) Valid UPCE Registration (Registration of group head if group tour)			nomusicology Library	
_	ddressed to the UPCE by their respective Head copy)	Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PROCESSING TIME RE		PERSON RESPONSIBLE
1. Present valid ID and submit requirements to the UPCE Library Personnel in person or through email	1.1 Receive request with complete attachments and check client's UPCE Registration status; 1.2 Check availability of venue and staff in the UPCE Calendar 1.3 Secure approval of UPCE Director	None	2 Days and 5 Minutes	Library Personnel UPCE

1.4 Schedule venue

	and tour in UPCE calendar for the information of all UPCE 1.5 Inform client of approved/ denied request and schedule			
2. Arrive at least 15 minutes before schedule	2. Arrange participants into smaller groups (for large number of participants) and perform tour	None	15 Minutes (per group)	Library Personnel UPCE
	TOTAL:	None	2 Days and 20 Minutes	

4. Library materials for room use or for presentation within the UP College of Music

Borrowing and use of library materials for use inside the UPCE Library or for one-time presentations within the UP College of Music only $\frac{1}{2}$

Office or Division:	UP Center for E	nnomusicology (UPCE)			
Classification:	Simple	mple			
Type of Transaction:	Government to	overnment to Citizen; Government to Government; Government to Business			
Who may avail:	 UP students and UP alumni Filipino non-UP students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists; and, Foreign students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists 				
CHECKLIST OF RI	EQUIREMENTS	WHERE TO SECURE			
UP Clients					
Allimni III (allimni i Iorigina)		UP Office of the University Registrar (student) or UP Alumni Association (alumni)			
Accomplished UPCE Library Call Slip (1 original copy)		UP Center for Ethnomusicology Library			
Filipino Non-UP					
Valid government ID, school ID, or company ID with client's photo and signature (1 original copy) BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, COMELEC, F School of Affiliation, Company of Affiliation		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, COMELEC, PRC, LTO, School of Affiliation, Company of Affiliation			
Valid UPCE Registration; UP Center for Ethnomusicology Library		UP Center for Ethnomusicology Library			
Accomplished UPO Slip (1 original cop	complished UPCE Library Call p (1 original copy)				
Foreign					
Valid IDs (passpo	rt and ID from	Respective government institution issuing passport, and their			

their affiliated institution) (original copy)	affiliated institution
Valid UPCE Registration	UP Center for Ethnomusicology Library
Accomplished UPCE Library Call Slip (1 original copy)	of defice for Edinomasicology Elbrary

Cl	LIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Present valid ID and submit requirements to the UPCE Library Personnel in person or through email	1.1 Receive request with complete attachme nts and check client's UPCE Registrati on status 1.2 Prepare	None	5 Minutes	Library Personnel UPCE
		materials and provide to client		5 Minutes/title	
2.	Pick-up library material/s in person; leave Valid ID with Library personnel as collateral	2. Assist client with use of library material/ s whenever necessary	None	5 Minutes	Library Personnel UPCE
3.	Return materials upon end of use	3. Receive materials and return client ID	None	5 Minutes	Library Personnel UPCE
		TOTAL:	None	20 Minutes	

5. Library materials for extended use

Request for borrowing of library materials for overnight or extended use outside the UP College of Music. This service is limited to a maximum duration of one (1) month per material, renewable every month. Materials available for borrowing are subject to their physical condition and availability. Maximum of 3 materials at a time. General reference materials, theses and dissertations, and rare books are excluded from this service.

Office or Division: UP Center for Ethnomusicology (UPCE)
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Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	1. UP students			

WHERE TO SECURE		
UP Office of the University Registrar		
UP Center for Ethnomusicology Library		
Requesting Party		
	UP Office of the University Registrar UP Center for Ethnomusicology Library	

(T	original copy)					
	CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1.	Present valid ID and submit requirements to the UPCE Library Personnel in person or through email	1.1 Receive request with complete attachment and check client's UPCE Registration status 1.2 Secure approval of UPCE Director 1.3 Inform client of approved/de nied request and schedule 1.4 Prepare materials and provide to client	None	1 Day and 5 Minutes	Library Personnel UPCE	
2.	Pick-up library material/s in person; leave Valid ID with library personnel as collateral	2. Assist client with use of library material/s whenever necessary	None	5 Minutes	Library Personnel UPCE	
3.	Return materials upon end of use	3. Receive materials and return client ID	None	5 Minutes	Library Personnel UPCE	
		TOTAL:	None	1 Day and 15 Minutes		

6. Reproduction of Library materials

Reproduction of library materials. This service is subject to the terms outlined in Sec. 185 of Republic Act No. 8293 as well as the Revised UP Intellectual Property Policy (2011)

Office or Division:	UP Center for Ethnomusicology (UPCE)			
Classification:	Simple			
Type of Transaction:	Government to Citi	izen; Government to Gov	vernment; Government t	to Business
Who may avail:	personnel, res 3. Foreign stude	nd UP alumni UP students, faculty, earchers, cultural worke ents, faculty, and acade ultural workers, and arti	ers, and artists; and, emic personnel, govern	
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE		
UP Clients				
Valid UP ID (studer (alumni) (original o		UP Office of the Univer Association (alumni)	sity Registrar (student)	or UP Alumni
Accomplished UPC	E Library Call Slip	UP Center for Ethnomu	usicology Library	
Filipino Non-UP				
Valid government of company ID with classignature (1 original	ient's photo and	BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, COMELEC, PRC, LTO, School of Affiliation, Company of Affiliation		
Valid UPCE Registra	ation;			
Accomplished UPCE Library Call Slip (1 original copy)		UP Center for Ethnomusicology Library		
Foreign				
Valid IDs (passport affiliated institution		Respective government institution issuing passport, and their affiliated institution		
Valid UPCE Registra	ation			
Accomplished UPC (1 original copy)	E Library Call Slip	UP Center for Ethnomusicology Library		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present valid ID and submit requirements to the UPCE Library Personnel in person or through email	1.1 Receive request with complete attachment and check client's UPCE Registration status 1.2 Prepare materials	None	5 Minutes 5 Minutes/title	Library Personnel UPCE

2.	Pick-up library material/s in person; leave Valid ID with	2.	Redirect client to the printing/cop ying services (non-UPCE	None	5 Minutes	Library Personnel UPCE
	library personnel as collateral		entity)			
3.	Return materials upon end of use	3.	Receive materials and return client ID	None	5 Minutes	Library Personnel UPCE
			TOTAL:	None	20 Minutes	

7. Reference and bibliographic services

Request for reference and bibliographic services

Office or Division:	UP Center for Ethnomusicology (UPCE)				
Classification:	Simple	Simple			
Type of Transaction:	Government to Citiz	en; Government to	Government; Governme	nt to Business	
Who may avail:	personnel, researched. Foreign non-U	P students, facult archers, cultural wo	y, and academic person orkers, and artists; and, y, and academic person orkers, and artists		
CHECKLIST OF F	REQUIREMENTS		WHERE TO SECURE		
Personal appearance or eMail correspondence		Requesting Party			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit inquiry to the UPCE Library Personnel in person or through email	1.1 Receive request 1.2 Prepare references and bibliographic sources	None	5 Minutes 5 Minutes/title	Library Personnel UPCE	
2. Receive required information	2. Assist client with use of library material/s whenever necessary	None	5 Minutes	Library Personnel UPCE	
	TOTAL:	None	15 Minutes		

8. Library spaces and facilities within service hours

Use of library spaces and facilities for personal study, group work, and small group discussions within service hours

Office or Division:	UP Center for Ethnomusicology (UPCE)				
Classification:	Simple				
Type of Transaction:	Government to Citiz	en; Government to	Government; Governmen	nt to Business	
Who may avail:	2. Filipino non-UF workers, and a	workers, and artists; and, 3. Foreign students, faculty, alumni, and personnel, researchers, culture			
CHECKLIST OF I	REQUIREMENTS		WHERE TO SECURE		
UP Clients					
Valid UP ID (studer (alumni) (original co		UP Office of the U Association (alum	Iniversity Registrar (stud mi)	lent) or UP Alumni	
Filipino Non-UP Cli	ents				
Valid government ID, school ID, or company ID with client's photo and signature (1 original copy)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, COMELEC, PRC, LTO, School of Affiliation, Company of Affiliation			
Foreign					
Valid IDs (passport and ID from their affiliated institution) (original copy)		Respective government institution issuing passport, and their affiliated institution			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Present Valid ID to the UPCE Library Personnel	ID to the UPCE of basic space use policies		2 Minutes	Library Personnel UPCE	
	TOTAL:	None	2 Minutes		

9. Library spaces and facilities for use beyond service hours

Request for use of library spaces and facilities beyond service hours (subject to availability of space, facilities, personnel, and UP College of Music building regulations)

Office or Division:	UP Center for Ethnomusicology (UPCE)
Classification:	Simple
Type of Transaction:	Government to Citizen; Government to Government; Government to Business

1. UP students and UP alumni

Who may avail:

- 2. Filipino non-UP students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists; and,
- 3. Foreign non-UP students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
UP Clients	
Valid UP ID (student) or UP Alumni ID (alumni) (original copy)	UP Office of the University Registrar (student) or UP Alumni Association (alumni)
Valid UPCE Registration	UP Center for Ethnomusicology Library
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy)	Requesting Party
Filipino Non-UP	
Valid government ID, school ID, or company ID with client's photo and signature (1 original copy)	BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, COMELEC, PRC, LTO, School of Affiliation, Company of Affiliation
Valid UPCE Registration	UP Center for Ethnomusicology Library
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy)	Requesting Party
Foreign	
Valid IDs (passport and ID from their affiliated institution) (original copy)	Respective government institution issuing passport, and their affiliated institution
Valid UPCE Registration	UP Center for Ethnomusicology Library
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy)	Requesting Party

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present valid ID and submit requirements to the UPCE Library Personnel in person or through email	1.1 Receive request with complete attachment and check client's UPCE Registration status 1.2 Secure approval of UPCE Director 1.3 Inform client of approved/den ied request 1.4 Present details of payment and	None	1 Day and 5 Minutes	Library Personnel UPCE

2.	Day	2.	instructions, and directions to the UP Cashier's office; Wait for client	Rental fee - PHP	1 Day	UP Cook Office
۷.	Pay corresponding	۷.	Action	1,500.00/ hour	1 Day (paused-clock)	UP Cash Office
	fee at UP Cashier's Office					
3.	Present or email copy of receipt to UPCE Library Personnel		Acknowledge presentation of receipt Inform Client of approved schedule	None	5 Minutes	Library Personnel UPCE
4.	Arrive at least 15 minutes before schedule	4.	Assist client with use of library material/s whenever necessary	None	5 Minutes	Library Personnel UPCE
		•	TOTAL:	Rental fee - PHP 1,500.00/hour	2 Days and 15 Minutes	

10. Instruments for room study

Borrowing and use of instruments for use inside the UPCE Library (no playing)

Office or Division:		UP Center for Ethnomusicology (UPCE)
Classification:		Simple
Type of Transaction:		Government to Citizen; Government to Government
Who may avail:		 UP students and UP alumni Filipino non-UP students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists; and, Foreign non-UP students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
UP Clients		
Valid UP ID (student) or UP Alumni ID (alumni) (original copy)	UP Of (alum	fice of the University Registrar (student) or UP Alumni Association ani)
Accomplished UPCE Instrument Borrower's Form (1 original copy)	UP Ce	enter for Ethnomusicology Library
Filipino Non-UP		

Valid government ID, school ID, or company ID with client's photo and signature (1 original copy)	BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, COMELEC, PRC, LTO, School of Affiliation, Company of Affiliation			
Accomplished UPCE Instrument Borrower's Form (1 original copy)	UP Center for Ethnomusicology Library			
Foreign				
Valid IDs (passport and ID from their affiliated institution) (original copy)	Respective government institution issuing passport, and their affiliated institution			
Accomplished LIPCE Instru	umant			

Accomplished UPCE Instrument Borrower's Form (1 original copy)

UP Center for Ethnomusicology Library

CL	IENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Present valid ID and submit requireme nts to the UPCE Library Personnel in person or through email	re ce at 1.2 P ir	deceive equest with complete ttachment repare nstrument/s nd provide to client	one	5 Minutes 15 Minutes/instrument	Library Personnel UPCE
2.	Pick-up instrument in person; leave Valid ID with library personnel as collateral	w ir w	assist client vith use of nstrument/s vhenever lecessary	one	15 Minutes	Library Personnel UPCE
3.	Return materials upon end of use	n a	Receive naterials nd return lient ID	one	5 Minutes	Library Personnel UPCE
			TOTAL:	one	40 Minutes	

11. Instruments for playing and/or demonstration

Borrowing and use of instruments for use/demonstration inside the UPCE Library (subject to availability of instrument and artefact, and library space)

Office or Division: UP Center for Ethnomusicology (UPCE)

Classification:	Simple				
Type of Transaction:	Government to Citizen; Government to Government				
Who may avail:	 UP students and UP alumni Filipino non-UP students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists; and, Foreign non-UP students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists 				
CHECKLIST OF REQUI	REMENTS	WHERE TO SEC	URE		
UP Clients					
Valid UP ID (student) of (alumni) (original copy		UP Office of the U Alumni Associati	University Registrar (stuion (alumni)	udent) or UP	
Accomplished UPCE In Borrower's Form (1 or		UP Center for Et	hnomusicology Library		
Request letter address Director endorsed by F original copy)		Requesting Party	y		
Filipino Non-UP					
ID with client's photo a original copy)	Valid government ID, school ID, company ID with client's photo and signature (1 original copy)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, COMELEC, PRC, LTO, School of Affiliation, Company of Affiliation		
Valid UPCE Registratio Accomplished UPCE In Borrower's Form (1 or	strument	UP Center for Et	hnomusicology Library		
Request letter address Director endorsed by F original copy)	ed to the UPCE	Requesting Party	у		
Foreign	Foreign				
Valid IDs (passport and affiliated institution) (d		Respective gover their affiliated in	rnment institution issui	ng passport, and	
Valid UPCE Registratio	n				
Accomplished UPCE Instrument Borrower's Form (1 original copy)		UP Center for Et	hnomusicology Library		
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy)		Requesting Party			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Present valid ID and submit requirements to the UPCE Library Personnel in	1.1 Receive request with complete attachments and check	None	1 Day and 5 Minutes	Library Personnel UPCE	

12. Instruments and artefacts for use within the UP College of Music

Request for one-day borrowing and return of instruments and artefacts within the UP College of Music(subject to availability of instrument and artefact)

Office or Division:	UP Center for Ethnomusicology (UPCE)			
Classification:	Simple			
Type of Transaction:	Government to Cit	izen; Government to Government		
Who may avail:	 UP students and UP alumni Filipino non-UP students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists; and, Foreign non-UP students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists 			
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE		
UP Clients Valid UP ID (student) o (alumni) (original copy		UP Office of the University Registrar (student) or UP Alumni Association (alumni)		
Accomplished UPCE Ins Borrower's Form (1 ori		UP Center for Ethnomusicology Library		
Request letter addresse Director endorsed by H original copy)		Requesting Party		
Filipino Non-UP				
Valid government ID, so ID with client's photo a original copy)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, COMELEC, PRC, LTO, School of Affiliation, Company of Affiliation		
Valid UPCE Registration Accomplished UPCE Ins Borrower's Form (1 ori	strument	UP Center for Ethnomusicology Library		
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy)		Requesting Party		
Foreign				
Valid IDs (passport and ID from their affiliated institution) (original copy)		Respective government institution issuing passport, and their affiliated institution		
Valid UPCE Registration		UP Center for Ethnomusicology Library		
Accomplished UPCE Instrument Borrower's Form (1 original copy)				
Request letter addresse Director endorsed by H original copy)		Requesting Party		

	CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Present valid ID and submit requirements to the UPCE Library Personnel in person or through email	1.1 Receive request with complete attachments and check client's UPCE Registration status 1.2 Secure approval of UPCE Director (if for non- classroom; non-UP; or, UP alumni use) 1.3 Present details of payment and instructions, and directions to the UP Cashier's office;	None	1 Day and 5 Minutes	Library Personnel UPCE
3.	Pay corresponding fee at the UP Cashier Present or email copy of receipt to UPCE Library Personnel	2. Wait for client action 3.1 Acknowledge presentation of receipt 3.2 Inform Client	Rental Fee UP (for classroom use): FREE UP (for non- classroom use): 20% of the cost of instrument non-UP & UP alumni: 30% of the cost of instrument None	1 Day (paused-clock) 5 Minutes	UP Cash Office Library Personnel UPCE
4.	Pick-up instrument in	of pick-up schedule 4. Assist client with use of	None	5 Minutes	Library Personnel UPCE
	person;	instrument/s			

5. Return materials upon end of use	whenever necessary 5. Receive materials and return client ID	None	5 Minutes	Library Personnel UPCE
	TOTAL:	Rental Fee UP (for classroom use): FREE UP (for non- classroom use): 20% of the cost of instrument non-UP & UP alumni: 30% of the cost of instrument	1 Day and 20 Minutes	

13. Instruments and artefacts for extended use

Request for borrowing of instruments or artefacts for overnight or extended use outside the UP College of Music (within UP Diliman only). This service is limited to a maximum duration of one (1) month per material, renewable every month. Materials available for borrowing are subject to their physical condition and availability. Maximum of 3 materials at a time.

Office or Division:	UP Center for Ethnomusicology (UPCE)				
Classification:	Simple				
Type of Transaction:	Government to Citiz	zen			
Who may avail:	UP students				
CHECKLIST OF REQUI	REMENTS	WHERE TO SECURE			
UP Clients					
Valid UP ID (original copy)		UP Office of the University Registrar			
Valid UPCE Registration	n				
Accomplished UPCE Instrument Borrower's Form (1 original copy)		UP Center for Ethnomusicology Library			
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy)		Requesting Party			

	CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Present valid ID and submit requirements to the UPCE Library Personnel in person or through email	1.1 Receive request with complete attachment and check client's UPCE Registration status 1.2 Secure approval of UPCE Director 1.3 Present details of payment and instructions, and directions to the UP Cashier's office;	None	1 Day and 5 Minutes	Library Personnel UPCE
2.	Pay corresponding fee at the UP Cashier	2. Wait for client action	Rental Fee – 20% of the cost of instrument (in PHP)	1 Day (paused-clock)	UP Cashier
3.	Present or email copy of receipt to UPCE Library Personnel	3.1 Acknowledge presentation of receipt 3.2 Inform Client of pick-up schedule	None	5 Minutes	Library Personnel UPCE
4.	Pick-up instrument in person; present Official Receipt (if applicable); leave Valid ID with library personnel as collateral	4. Assist client with use of instrument/s whenever necessary	None	5 Minutes	Library Personnel UPCE
5.	Return materials upon end of use	5. Receive materials and return client ID	None	5 Minutes	Library Personnel UPCE
		TOTAL:	Rental Fee – 20% cost of instrument (in PHP)	2 Days and 20 Minutes	

14. Request for access to archival fieldnotes, photographs, and audio inside the UPCE Library

Request of Archive Users to access low-resolution digital copies of archival fieldnotes, photographs, and audio inside the UPCE Library (maximum 10 materials per research day)

Office or Division:	UP Center for Eth	UP Center for Ethnomusicology (UPCE)			
Classification:	Simple	Simple			
Type of Transaction:	Government to Ci	tizen; Govern	ment to Government		
Who may avail:	personnel, re 3. Foreign non-	UP students, searchers, cu UP students,	, faculty, and academ ltural workers, and ar	nic personnel, government	
(CHECKLIST OF			RE TO SECURE	
REQUIRE	MENTS		VV III.	RE TO SECORE	
UP Clients					
Valid UP ID (student) (alumni) (original cop	y)	UP Office of Association		ar (student) or UP Alumni	
Valid UPCE Registrati	on		or Ethnomusicology Li		
Accomplished UPCE A original copy)	access Form (1	(UPCE Acce website)	ss form can also be do	wnloaded at the UPCE	
Filipino Non-UP					
Valid government ID, ID with client's photo original copy)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, COMELEC, PRC, LTO, School of Affiliation, Company of Affiliation			
Valid UPCE Registration Accomplished UPCE Accomp		UP Center for Ethnomusicology Library (UPCE Access form can also be downloaded at the UPCE website)			
Foreign					
Valid IDs (passport ar affiliated institution)		Respective government institution issuing passport, and their affiliated institution			
Valid UPCE Registrati	on	UP Center for Ethnomusicology Library			
Accomplished UPCE original copy)	Access Form (1		(UPCE Access form can also be downloaded at the UPCE		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Present valid ID and submit requirements to the UPCE Library Personnel in person or through email	1.1 Receive request with complete attachment and check client's UPCE Registration status 1.2 Schedule use of access station	None	2 Days and 5 Minutes	Library Personnel UPCE	

	Inform client of schedule 1.3 Prepare UPCE Access Station 1.4 Retrieve and prepare requested digital files and transfer to UPCE Access Station			Archive Personnel
2. Arrive at least 15 minutes before schedule	2. Assist client with the use of archival material/s whenever necessary	None	10 Minutes	UPCE Library Personnel UPCE
	TOTAL:	None	2 Days and 15 Minutes	

15. Request for online access to archival fieldnotes, photographs and audio

Request of Archive Users for online access/viewing of low-resolution digital copies of UPCE archival fieldnotes, photographs, and audio (maximum of 10 materials per research day)

Office or Division:	UP Center for Ethnomusicology (UPCE)			
Classification:	Complex			
Type of Transaction:	Government to Citizen; Government to Government			
Who may avail:	 UP students and UP alumni Filipino non-UP students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists; and, Foreign non-UP students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists 			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
UP Clients				
Valid UP ID (student) or UP Alumni ID (alumni) (original copy)		UP Office of the University Registrar (student) or UP Alumni Association (alumni)		
Valid UPCE Registration		UP Center for Ethnomusicology Library (UPCE Access Form can also be downloaded at the UPCE		
Accomplished UPCE Access Form (1		website)		

original copy)					
Request letter addre Director endorsed b original copy)		Requesting Party			
Filipino Non-UP					
Valid government II ID with client's phot original copy)), school ID, company o and signature (1	BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, COMELEC, PRC, LTO, School of Affiliation, Company of Affiliation			
Valid UPCE Registra	tion	UP Center for Ethnomusicology Library			
Accomplished UPCE original copy)	Access Form (1	(UPCE Access Form can also be downloaded at the UPCE website)			
Request letter addre Director endorsed b original copy)		Requesting Party			
Foreign					
Valid IDs (passport affiliated institution		Respective government institution issuing passport, and their affiliated institution			
Valid UPCE Registration		UP Center for Ethnomusicology Library (UPCE Access Form can also be downloaded at the UPCE website)			
Accomplished UPCE Access Form (1 original copy)					
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy)		Requesting Party			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Present valid ID and submit requirements to the UPCE Library Personnel in person or through email	1.1 Receive request with complete attachments and check Client's UPCE Registration status 1.2 Secure approval of UPCE Director; 1.3 Inform Client of approved/deni ed request and schedule; 1.4 Retrieve and prepare requested materials	None	4 Days and 5 Minutes	Library Personnel UPCE	

Google Drive folder	4 Days and 5	Library Personnel UPCE
1.5 Upload requested materials in UPCE Archive Google Drive folder 1.6 Inform Client when the material is available for access online and provide link of the		Archive Personnel UPCE

16. Request for print reproduction of archival photographs for fair use

Request for acquiring 5R photo paper print-outs of archival photographs (Reproduction of materials are subject to the terms outlined in Sec. 185 of Republic Act No. 8293) (maximum of 5 images per research day)

Office or Divisio	n:	UP Center for Ethnomusicology (UPCE)				
Classification:	:	Complex				
Type of Transacti	ion:	Government to Citizen				
Who may avail	l:	UP students				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE				
Valid UP ID (original copy)		UP Office of the University Registrar				
Valid UPCE Registration						
Accomplished UPCE Reproduction Form (1 original copy) Accomplished Letter-Agreement for Terms of Use with UPCE (2 original copies)		UP Center for Ethnomusicology Library (UPCE Reproduction Form can also be downloaded at the UPCE website)				
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy)		Requesting Party				
CLIENT STEPS	AG	SENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	

1.	Present valid ID and submit required forms and request letter to the UPCE Library Personnel in person or through email	 1.1 Receive request with complete attachment and check Client's UPCE Registration status 1.2 Secure approval of UPCE Director; 1.3 Inform Client of approved/denied request and schedule; 1.4 Device Letter- Agreement for Terms of Use and send to client 	None	2 Days and 5 Minutes	Library Personnel UPCE
2.	Sign Letter- Agreement for Terms of Use and return to UPCE Library Personnel	2.1 Receive and file Letter- Agreement for Terms of Use 2.2 Present details of payment and instructions, and directions to the UP Cashier's office;	None	10 Minutes	Library Personnel UPCE
3.	Pay correspondin g fee at UP Cashier	Wait for Client's action	Printing fee - PHP 50.00/ image	1 Day (paused-clock)	UP Cash Office
4.	Present or email copy of receipt to UPCE Library Personnel	 4.1 Acknowledge presentation of receipt 4.2 Retrieve requested materials 4.3 Print requested materials 4.4 Inform Client that requested material is ready 	None	2 Days and 10 Minutes	Library Personnel UPCE Archive Personnel UPCE Library Personnel UPCE
5.	Claim requested materials from the UPCE Library	5. Turn over requested print-out to Client	None	15 Minutes	Library Personnel UPCE
6.	Sign receipt of material	6. File receipt of material	None	5 Minutes	Library Personnel UPCE

TOTAL:	Printing fee - PHP 50.00/ image	5 Days and 45 Minutes	
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17. Request for print reproduction of archival photographs (beyond fair use)

Request for acquiring 5R photo paper print-outs of archival photographs for uses that are beyond the scope of the terms outlined in Sec. 185 of Republic Act No. 8293 (maximum of 5 images per research day)

Office or Division:	UP Center for Ethi	UP Center for Ethnomusicology (UPCE)			
Classification:	Complex				
Type of Transaction:	Government to Citizen; Government to Government				
Who may avail:	 UP students and UP alumni Filipino non-UP students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists; and, Foreign students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists 				
CHECKLIST OF RI	EQUIREMENTS	WHERE TO SECURE			
Valid UP ID (student) (alumni) (original co	py)	UP Office of the University Registrar (student) or UP Alumni Association (alumni)			
Valid UPCE Registrat Accomplished UPCE Form (1 original copy Accomplished Letter Terms of Use with UI copies)	Reproduction y) -Agreement for	UP Center for Ethnomusicology Library (UPCE Reproduction Form can also be downloaded at the UPCE website)			
Request letter address Director endorsed by original copy)	Head of Unit (1	Requesting Party			
Signed approval of co (1 original copy)	pyright owners	Copyright owner of the material			
Filipino Non-UP					
Valid government ID, school ID, company ID with client's photo and signature (1 original copy)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, COMELEC, PRC, LTO, School of Affiliation, Company of Affiliation			
Valid UPCE Registration Accomplished UPCE Reproduction Form (1 original copy) Accomplished Letter-Agreement for Terms of Use with UPCE (2 original		UP Center for Ethnomusicology Library (UPCE Reproduction Form can also be downloaded at the UPCE website)			

copy)		
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy)	Requesting Party	
Signed approval of copyright owners (1 original copy)	Copyright owner of the material	
Foreign		
Valid IDs (passport and ID from their affiliated institution) (original copy)	Respective government institution issuing passport, and their affiliated institution	
Valid UPCE Registration		
Accomplished UPCE Reproduction Form (1 original copy)	UP Center for Ethnomusicology Library (UPCE Reproduction Form can also be downloaded at the	
Accomplished Letter-Agreement for Terms of Use with UPCE (2 original copies)	UPCE website)	
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy)	Requesting Party	
Signed approval of copyright owners (1 original copy)	Copyright owner of the material	

C	CLIENT STEPS		SENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Present valid ID and submit required forms, request letter, and sign approval of copyright owners to the UPCE Library Personnel in person or through email	1.1 1.2 1.3	Receive request with complete attachment and check Client's UPCE Registration status Secure approval of UPCE Director; Inform Client of approved/deni ed request and schedule; Device Letter- Agreement for Terms of Use and send to client	None	2 Days and 5 Minutes	Library Personnel UPCE
2.	Sign Letter- Agreement for Terms of Use and return to	2.1	Receive and file Letter- Agreement for Terms of Use;	None	10 Minutes	Library Personnel UPCE

	UPCE Library personnel	of in an to	resent details responding to the UP ashier's office;			
3.	Pay correspondi ng fee at UP Cashier	Wait for action	· Client's	Printing Fee - PHP 50.00/image	1 Day (paused-clock)	UP Cash Office
4.	Present or email copy of receipt to UPCE Library Personnel	pr re m 4.2 Pr m 4.3 In th	_	None	1 Day and 5 Minutes	Library Personnel UPCE Archive Personnel UPCE Library Personnel UPCE
5.	Claim requested materials	5. Tu re pr	urn over equested rint-out to ient	None	15 Minutes	Library Personnel UPCE
6.	Sign receipt of material		le receipt of aterial	None	5 Minutes	Library Personnel UPCE
			TOTAL:	Printing Fee - PHP 50.00/image	5 Days and 40 Minutes	

18. Request for digital reproduction of photographs

Request for acquiring digital reproduction of photographs from the UP Center for Ethnomusicology archives (Reproduction of materials are subject to the terms outlined in Sec. 185 of Republic Act No. 8293) (maximum of 5 images per research day)

Office or Division:	UP Center for Ethnomusicology (UPCE)		
Classification:	Complex		
Type of Transaction:	Government to Citizen; Government to Government		
Who may avail:	 UP students and UP alumni Filipino non-UP students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists; and Foreign students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists 		

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE				
UP Clients					
Valid UP ID (student) or UP Alumni ID (alumni) (original copy)	UP Office of the University Registrar (student) or UP Alumni Association (alumni)				
Valid UPCE Registration					
Accomplished UPCE Reproduction Form (1 original copy) Accomplished Letter-Agreement for Terms of Use with UPCE (2 original copies)	UP Center for Ethnomusicology Library (UPCE Reproduction Form can also be downloaded at the UPCE website)				
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy)	Requesting Party				
Signed approval of copyright owners (1 original copy)	Copyright owner of the material				
Filipino Non-UP					
Valid government ID, school ID, company ID with client's photo and signature (1 original copy)	BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, COMELEC, PRC, LTO, School of Affiliation, Company of Affiliation				
Valid UPCE Registration					
Accomplished UPCE Reproduction Form (1 original copy) Accomplished Letter-Agreement for Terms of Use with UPCE (2 original copies)	UP Center for Ethnomusicology Library (UPCE Reproduction Form can also be downloaded at the UPCE website)				
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy)	Requesting Party				
Signed approval of copyright owners (1 original copy)	Copyright owner of the material				
Foreign					
Valid IDs (passport and ID from their affiliated institution) (original copy)	Respective government institution issuing passport, and their affiliated institution				
Valid UPCE Registration					
Accomplished UPCE Reproduction Form (1 original copy) Accomplished Letter-Agreement for Terms of Use with UPCE (2 original copies)	1				
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy)	Requesting Party				
Signed approval of copyright owners (1 original copy)	Copyright owner of the material				
CLIENT STEPS AGENCY ACTION	FEES TO PROCESSING PERSON BE PAID TIME RESPONSIBLE				

1.	Present valid ID and submit required forms, request letter, and signed approval of copyright owner to the UPCE Library Personnel in person or through email	1.1 Receive request with complete attachment and check client's UPCE Registration status 1.2 Secure approval of UPCE Director; 1.3 Inform Client of approved/denied request and schedule; 1.4 Device Letter- Agreement for Terms of Use and send to client;	None	2 Days and 5 Minutes	Library Personnel UPCE
2.	Sign Letter- Agreement for Terms of Use and return to UPCE Library Personnel	2.1 Receive and file Letter-Agreement for Terms of Use; 2.2 Retrieve requested materials and upload requested materials in UPCE Archive Google Drive folder 2.3 Inform Client when the material is available for access online and provide link of the Google Drive folder	None	3 Days and 10 minutes	Library Personnel UPCE Archive Personnel UPCE Library Personnel UPCE
		TOTAL:	None	5 Days and 15 Minutes	

19. Request for reproduction of unpublished field and non-field audio recordings

Request for acquiring reproduction of unpublished field audio recordings and non-field audio recordings (recordings of concerts and performances of composed music, etc.) from the UP Center for Ethnomusicology archives (Reproduction of materials are subject to the terms outlined in Sec. 185 of Republic Act No. 8293) (maximum of 10 tracks per research day at 60 seconds or a fraction thereof per track)

Office or Division:	UP Center for Ethnomusicology (UPCE)		
Classification:	Complex		
Type of Transaction:	Government to Citizen; Government to Government		
Who may avail:	1. UP students and UP alumni;		

- 2. Filipino non-UP students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists; and,
 3. Foreign students, faculty, and academic personnel, government personnel,
- researchers, cultural workers, and artists

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		
UP Clients			
Valid UP ID (student) or UP Alumni ID (alumni) (original copy)	UP Office of the University Registrar (student) or UP Alumni Association (alumni)		
Valid UPCE Registration			
Accomplished UPCE Reproduction Form (1 original copy) Accomplished Letter-Agreement for Terms of Use with UPCE (2 original	UP Center for Ethnomusicology Library (UPCE Reproduction Form can also be downloaded at the UPCE website)		
copies) Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy)	Requesting Party		
Signed approval of copyright owners (1 original copy)	Copyright owner of the material		
Filipino Non-UP			
Valid government ID, school ID, or company ID with client's photo and signature (1 original copy)	BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, COMELEC, PRC, LTO, School of Affiliation, Company of Affiliation		
Valid UPCE Registration			
Accomplished UPCE Reproduction Form (1 original copy)	UP Center for Ethnomusicology Library (UPCE Reproduction Form can also be downloaded at the		
Accomplished Letter-Agreement for Terms of Use with UPCE (2 original copies)	UPCE website)		
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy)	Requesting Party		
Signed approval of copyright owners (1 original copy)	Copyright owner of the material		
Foreign			
Valid IDs (passport and ID from their affiliated institution) (original copy)	Respective government institution issuing passport, and their affiliated institution		
Valid UPCE Registration			
Accomplished UPCE Reproduction Form (1 original copy) Accomplished Letter-Agreement for Terms of Use with UPCE 92 original copies)	UP Center for Ethnomusicology Library (UPCE Reproduction Form can also be downloaded at the UPCE website)		
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy)	Requesting Party		

Signed approval of copyright owners Copyright owner of the material (1 original copy) **PROCESSING FEES TO BE PERSON CLIENT STEPS AGENCY ACTION PAID** TIME RESPONSIBLE 1. Present 1.1 Receive request None 2 Days and 5 Library Personnel with complete Minutes UPCE valid ID and submit attachments and check client's required forms, **UPCE** request Registration letter, and status signed 1.2 Secure approval approval of of UPCE copyright Director: 1.3 Inform Client of owner to the UPCE approved/denie d request and Library Personnel in schedule; person or 1.4 Present details through of payment and email instructions. and directions to the UP Cashier's office; 1.5 Device Letter-Agreement for Terms of Use and send to client: Library Personnel 2. Sign Letter-Receive and file None 10 Minutes Agreement Letter-**UPCE** for Terms of Agreement for Use and Terms of Use return to UPCE Library personnel Wait for Client's 1 Day UP Cash Office 3. Pay Reproduction correspondi action Fee -(paused-clock) ng fee at UP UP students, Cashier (fair use): PHP 50.00 (for every 60 seconds or a fraction thereof) UP students, and alumni (beyond fair use): PHP 150.00 (for

		TOTAL:	UP students, (fair use): PHP 50.00 (for every 60 seconds or a fraction thereof) UP students, and alumni (beyond fair use):	6 Days and 35 Minutes	
		Drive folder	Reproduction Fee -		
	of receipt to UPCE Library Personnel	receipt 4.2 Retrieve requested materials and upload requested materials in UPCE Archive Google Drive folder 4.3 Inform Client when the material is available for access online and provide link of the Google		Minutes	Archive Personnel UPCE Library Personnel UPCE
4.	Present or email copy	4.1 Acknowledge presentation of	every 60 seconds or a fraction thereof) Filipino non-UP: PHP 150.00 (for every 60 seconds or a fraction thereof) Foreign: PHP 150.00 (for every 60 seconds or a fraction thereof) None	3 Days and 20	Library Personnel UPCE

PHP 150.00
(for every 60
seconds or a
fraction
thereof)
Filipino non-
UP:
PHP 150.00
(for every 60
seconds or a
fraction
thereof)
uicicoij
Foreign:
PHP 150.00
(for every 60
seconds or a
fraction
thereof)

20. Request for reproduction and use of unpublished score for study

Request for reproduction and use of unpublished score from Archive holdings for study. This service is subject to the terms outlined in Sec. 185 of Republic Act No. 8293

Office or Division:	UP Center for Ethnomusicology (UPCE)				
Classification:	Complex				
Type of Transaction:	Government to Citizen;	Government to Citizen; Government to Government			
Who may avail:	 UP students and UP alumni; Filipino non-UP students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists; and, Foreign students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists 				
CHECKLIST O	F REQUIREMENTS	WHERE TO SECURE			
UP Clients					
Valid UP ID (student) or UP Alumni ID (alumni) (original copy)		UP Office of the University Registrar (student) or UP Alumni Association (alumni)			
Valid UPCE Registration		UP Center for Ethnomusicology Library			
Accomplished UPCI original copy)	E Reproduction Form (1	(UPCE Reproduction Form can also be downloaded at the UPCE website)			

Accomplished Lette of Use with UPCE (2	r-Agreement for Terms original copies)				
Request letter addr Director endorsed b original copy)		Requesting Party			
Filipino Non-UP					
Valid government II company ID with clissignature (1 original	ent's photo and		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, COMELEC, PRC, LTO, School of Affiliation, Company of Affiliation		
Valid UPCE Registra	ition				
Accomplished UPCE original copy)	Reproduction Form (1	(UPCE Reprod	Ethnomusicology Lil	•	
Accomplished Lette of Use with UPCE (2	r-Agreement for Terms coriginal copies)	the UPCE web	site)		
	Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy)		Requesting Party		
Foreign					
Valid IDs (passport affiliated institution		Respective government institution issuing passport, and their affiliated institution			
Valid UPCE Registra	ition				
Accomplished UPCF original copy)	Reproduction Form (1	UP Center for Ethnomusicology Library (UPCE Reproduction Form can also be downloaded at			
Accomplished Lette of Use with UPCE (2	r-Agreement for Terms coriginal copies)	the UPCE web	site)		
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy)		Requesting Party			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Present valid ID and submit required forms and request letter to the UPCE Library	1.1 Receive request with complete attachments and check client's UPCE Registration status; 1.2 Secure approval	None	2 Days and 5 Minutes	Library Personnel UPCE	

	Personnel in person or through email	of UPCE Director; 1.3 Inform client of approved/denied request and schedule; 1.4 Device Letter- Agreement for Terms of Use and send to client;			
2.	Sign Letter-Agreement for Terms of Use	2.1 Receive signed Letter-Agreement for Terms of Use 2.2 Prepare scores 2.3 If clients requested for digital copy - upload requested materials in UPCE Archive Google Drive folder 2.4 Inform Client that requested material is ready 2.5 If clients requested for digital copy - Provide link of the Google Drive folder for digital reproduction)	None	3 Days and 5 minutes	Library Personnel UPCE Archive Personnel UPCE Library Personnel UPCE
3.	If requesting for printed copy of score – Go to UPCE Library to pick-up score; leave Valid ID with Library personnel as collateral	3. If clients requested for printed copy - Provide score to the client and redirect to the printing/copying services (non- UPCE entity)	None	5 Minutes	Library Personnel UPCE

4. If request	ing 4	4. If clients	None	5 Minutes	Library Personnel
for printed copy of sc		requested for printed copy -			UPCE
- Return		Receive score and			01 02
end of use		return client ID			
TOTAL:		None	5 Days and 20 Minutes		

21. Request for reproduction and use of unpublished score for performance

Request for reproduction and use of unpublished score from Archive holdings for performance

Office or Division:	UP Center for Ethnomusicology (UPCE)				
Classification:	Complex	Complex			
Type of Transaction:	Government to Citiz	en; Government to Government			
Who may avail:	personnel, rese 3. Foreign studen	d UP alumni; P students, faculty, and academic personnel, government earchers, cultural workers, and artists; and, ts, faculty, and academic personnel, government personnel, ltural workers, and artists			
CHECKLIST OF REQ	UIREMENTS	WHERE TO SECURE			
UP Clients					
Valid UP ID (student (alumni)) or UP Alumni ID	UP Office of the University Registrar (student) or UP Alumni Association (alumni)			
Valid UPCE Registrate Accomplished UPCE (1 original copy)		UP Center for Ethnomusicology Library (UPCE Reproduction Form can also be downloaded at the			
Accomplished Letter-Agreement for Terms of Use with UPCE (2 original copies)		UPCE website)			
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy)		Requesting Party			
Signed approval of copyright owners (1 original copy)		Copyright owner of the material			
Filipino Non-UP					
Valid government ID company ID with clies signature (1 original	ent's photo and	BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, COMELEC, PRC, LTO, School of Affiliation, Company of Affiliation			

Valid UPCE Registra	tion				
Accomplished UPCE (1 original copy)			nomusicology Libra		
Accomplished Letter	Accomplished Letter-Agreement for Terms of Use with UPCE (2 original		(UPCE Reproduction Form can also be downloaded at the UPCE website)		
Request letter addre Director endorsed by original copy)		Requesting Party			
Signed approval of c original copy)	opyright owners (1	Copyright owner	of the material		
Foreign					
Valid IDs (passport a affiliated institution)		Respective government their affiliated ins	nment institution is stitution	suing passport, and	
Valid UPCE Registra Accomplished UPCE (1 original copy)		UP Center for Eth	nomusicology Libra	nry	
	Accomplished Letter-Agreement for Terms of Use with UPCE (2 original		(UPCE Reproduction Form can also be downloaded at the UPCE website)		
	Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy)				
Signed approval of c original copy)	opyright owners (1	Copyright owner of the material			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Present valid ID and submit required forms, request letters, and signed approval of copyright owners to the UPCE Library Personnel in person or through email 1. Receive request with complete attachments and check client's UPCE Registration status; 1.2 Secure approval of UPCE Director; 1.3 Inform client of approved/den ied request and schedule;		None	2 Days and 5 Minutes	Library Personnel UPCE	

		1.4 Device Letter- Agreement for Terms of Use and send to client;			
2.	Sign Letter- Agreement for Terms of Use	2.1 Receive signed Letter- Agreement for Terms of Use 2.2 Present details of payment and instructions, and directions to the UP Cashier's office;	None	5 Minutes	Library Personnel UPCE
3.	Pay corresponding fee	3. Wait for client action	Performance fee (includes royalty and processing fee) - USD 1,000.00; or, its equivalent in peso; exclusive of printing, shipping and handling	1 Day (paused-clock)	UP Cash Office
4.	Present or email Official Receipt to UPCE Archive	4.1 Acknowledge presentation of receipt; 4.2 Prepare scores 4.3 If clients requested for digital copy - Upload requested materials in UPCE Archive Google Drive folder 4.4 Inform Client that requested material is ready	None	3 Days	Library Personnel UPCE Archive Personnel UPCE

	4.5	If clients requested for digital copy - Provide link of the Google Drive folder for digital reproduction)			Library Personnel UPCE
If requesting for printed copy of score – Go to UPCE Library to pick-up score; leave Valid ID with Library personnel as collateral	5.	If clients requested for printed copy - Provide score to the client and redirect to the printing/copy ing services (non-UPCE entity)	None	5 Minutes	Library Personnel UPCE
If requesting for printed copy of score – Return score upon end of use	6.	If clients requested for printed copy - Receive score and return client ID	None	5 Minutes	Library Personnel UPCE
		TOTAL:	Performance fee (includes royalty and processing fee) - USD 1,000.00; or, its equivalent in peso; exclusive of printing, shipping and handling	6 Days and 15 Minutes	

22. Request for selected pages from unpublished score for publication

Request for digital reproduction of selected pages of unpublished score from Archive holdings for publication

Office or Division:	UP Center for Ethnomusicology (UPCE)
Classification:	Complex

Transaction: Who may avail: 1. UP students and UP alumni; 2. Filipino non-UP students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists; and, 5 Foreign students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists; and, 5 Foreign students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists; and, 5 Foreign students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists; and, 5 Foreign students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists; and, 5 Foreign students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists; and, 5 Foreign Students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists; and, 5 Foreign Students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists; and, 5 Foreign Students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists; and, 5 Foreign Students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists; and, 5 Foreign Students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists; and, academic personnel, government personnel, researchers, cultural workers, and artists; and, a cademic personnel, personnel, peachtists, and, academic personnel, peacults, aculty, and academic personnel, government personnel, peachtes, faculty, and academic personnel, government personnel, peachtes, cultural workers, and artists; and, academic personnel, peachtes, cultural workers, and artists; and, academic personnel, peachtes, faculty, and academic personnel, peachtes, cultural workers, and artists and, academic personnel, peachtes; cultural workers, and artists and, academic personnel, peachtes; cultural	Toma of						
### The company of the proposed of copyright owners (1 original copy) 1. UP students and UP alumni; 2. Filipino non-UP students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists; and, 3. Foreign students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists WHERE TO SECURE WHERE TO SECURE UP Clients Valid UP ID (student) or UP Alumni ID (alumni) (original copy) Valid UPCE Registration Accomplished UPCE Reproduction Form (1 original copy) Accomplished Letter-Agreement for Terms of Use with UPCE (2 original copies) Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy) Filipino Non-UP Valid government ID, school ID, or company ID with client's photo and signature (1 original copy) Valid UPCE Registration Accomplished UPCE Reproduction Form (1 original copy) Valid UPCE Registration Accomplished Letter-Agreement for Terms of Use with Client's photo and signature (1 original copy) Valid UPCE Registration Accomplished Letter-Agreement for Terms of Use with UPCE (2 original copies) We Center for Ethnomusicology Library (UPCE Reproduction Form can also be downloaded at the UPCE website) UP Center for Ethnomusicology Library (UPCE Reproduction Form can also be downloaded at the UPCE website) UP Center for Ethnomusicology Library (UPCE Reproduction Form can also be downloaded at the UPCE website) UP Center for Ethnomusicology Library (UPCE Reproduction Form can also be downloaded at the UPCE website) UP Center for Ethnomusicology Library (UPCE Reproduction Form can also be downloaded at the UPCE website) UP Center for Ethnomusicology Library (UPCE Reproduction Form can also be downloaded at the UPCE website)	Type of	Government to Citizen; Government to Government					
### Who may avail: 2. Filipino non-UP students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists; and, Foreign students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists; and, Foreign students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists #### WHERE TO SECURE #### UP Clients Valid UP ID (student) or UP Alumni ID (alumni) (original copy) #### UP Office of the University Registrar (student) or UP Alumni Association (alumni) #### UP Center for Ethnomusicology Library (UPCE Reproduction Form can also be downloaded at the UPCE website) ##### UP Center for Ethnomusicology Library (UPCE website) ###################################	Transaction.						
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Accomplished Letter-Agreement for Terms of Use with UPCE (2 original copies) Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy) Signed approval of copyright owners (1 original copy) Filipino Non-UP Valid government ID, school ID, or company ID with client's photo and signature (1 original copy) Valid UPCE Registration Accomplished UPCE Reproduction Form (1 original copy) Accomplished Letter-Agreement for Terms of Use with UPCE (2 original copies) Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy) Signed approval of copyright owners (1 original copy) Copyright owner of the material Copyright owner of the material	original copy)	•	(UPCE Reproduction Form can also be downloaded at				
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Filipino Non-UP Valid government ID, school ID, or company ID with client's photo and signature (1 original copy) Valid UPCE Registration Accomplished UPCE Reproduction Form (1 original copy) Accomplished Letter-Agreement for Terms of Use with UPCE (2 original copies) Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy) Signed approval of copyright owners (1 original copy) Copyright owner of the material BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, COMELEC, PRC, LTO, School of Affiliation, Company of Affiliation UP Center for Ethnomusicology Library (UPCE Reproduction Form can also be downloaded at the UPCE website) Requesting Party Copyright owner of the material	Director endorsed by		Requesting Party				
Valid government ID, school ID, or company ID with client's photo and signature (1 original copy) Valid UPCE Registration Accomplished UPCE Reproduction Form (1 original copy) Accomplished Letter-Agreement for Terms of Use with UPCE (2 original copies) Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy) Signed approval of copyright owners (1 original copy) BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, COMELEC, PRC, LTO, School of Affiliation, Company of Affiliation UP Center for Ethnomusicology Library (UPCE Reproduction Form can also be downloaded at the UPCE website) Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy) Copyright owner of the material		pyright owners (1	Copyright owner of the material				
company ID with client's photo and signature (1 original copy) Valid UPCE Registration Accomplished UPCE Reproduction Form (1 original copy) Accomplished Letter-Agreement for Terms of Use with UPCE (2 original copies) Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy) Signed approval of copyright owners (1 original copy) COMELEC, PRC, LTO, School of Affiliation, Company of Affiliation UP Center for Ethnomusicology Library (UPCE Reproduction Form can also be downloaded at the UPCE website) Requesting Party Copyright owner of the material	Filipino Non-UP						
Accomplished UPCE Reproduction Form (1 original copy) Accomplished Letter-Agreement for Terms of Use with UPCE (2 original copies) Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy) Signed approval of copyright owners (1 original copy) UPCE Reproduction Form can also be downloaded at the UPCE website) Requesting Party Copyright owner of the material	company ID with clien	nt's photo and	COMELEC, PRC, LTO, School of Affiliation, Company of				
Accomplished Letter-Agreement for Terms of Use with UPCE (2 original copies) Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy) Signed approval of copyright owners (1 original copy) Copyright owner of the material	Accomplished UPCE		UP Center for Ethnomusicology Library				
Director endorsed by Head of Unit (1 original copy) Requesting Party Signed approval of copyright owners (1 original copy) Copyright owner of the material	Accomplished Letter-Agreement for Terms						
original copy)	Director endorsed by Head of Unit (1		Requesting Party				
Foreign			Copyright owner of the material				
	Foreign						

Valid IDs (passport and ID from their affiliated institution) (original copy)		Respective government institution issuing passport, and their affiliated institution		
Valid UPCE Registration Accomplished UPCE Reproduction Form (1 original copy) Accomplished Letter-Agreement for Terms of Use with UPCE (2 original copies)		UP Center for Ethnomusicology Library (UPCE Reproduction Form can also be downloaded at the UPCE website)		
Request letter addres Director endorsed by original copy)		Requesting	g Party	
Signed approval of co original copy)	pyright owners (1	Copyright	owner of the materia	1
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present valid ID and submit requirements (form, request letter, and signed approval of copyright owners) to the UPCE Library Personnel in person or through email	1.1 Receive request with complete attachments and check client's UPCE Registration status; 1.2 Secure approval of UPCE Director; 1.3 Inform client of approved/deni ed request and schedule; 1.4 Device Letter- Agreement for Terms of Use and send to client;	None	2 Days and 5 Minutes	Library Personnel UPCE
2. Sign Letter- Agreement for Terms of Use	2.1 Receive signed Letter- Agreement for Terms of Use 2.2 Prepare scores and upload requested materials in UPCE Archive Google Drive folder 2.3 Inform Client	None	3 Days and 5 Minutes	Library Personnel UPCE

	when the material is available for access online and provide link of the Google Drive folder			Archive Personnel UPCE Library Personnel
				UPCE
TOTAL:		None	5 Days and 10 Minutes	

23. Request for digitization of analog non-commercial audio recordings

Request for transfer of non-commercial audio recordings in analog to digital format. This service is subject to availability of playback platform and personnel, as well as condition of material. This service has a limit of 5 pieces of analog materials per transaction. UPCE can only accept a maximum of 2 digitization service requests per month.

Office or Division:	UP Center for Ethnomusicology (UPCE)		
Classification:	Highly Technical		
Type of Transaction:	Government to Citize	n; Government to Government; Government to Business	
Who may avail:	 UP students and UP alumni; Filipino non-UP students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists; and, Foreign students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists 		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
UP Clients			
Valid UP ID (student) or UP Alumni ID (alumni) (original copy)		UP Office of the University Registrar (student) or UP Alumni Association (alumni)	
Accomplished UPCE Services Slip (1 orig		UP Center for Ethnomusicology Library	
Material/s to be dig	itized		
Digital storage device for the digitized tracks		Requesting Party	
Index or Description/Identification of analog material for metadata, if available (1 copy)		-4	
Filipino Non-UP			

Valid government ID, school ID, or	BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG,	
company ID with client's photo and	COMELEC, PRC, LTO, School of Affiliation, Company of	
signature (1 original copy)	Affiliation	
Accomplished UPCE ACL Extension Services Slip (1 original copy)	UP Center for Ethnomusicology Library	
Material/s to be digitized		
Digital storage device for the digitized tracks	Requesting Party	
Index or Description/Identification of analog material for metadata, if available (1 copy)	requesting rarey	
Foreign		
Valid ID (passport) (original copy)	Respective government institution issuing passport	
Accomplished UPCE ACL Extension Services Slip (1 original copy)	UP Center for Ethnomusicology Library	
Material/s to be digitized		
Digital storage device for the digitized tracks	Requesting Party	
Index or Description/Identification of analog material for metadata, if available (1 copy)		

CL	IENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Submit materials to be digitized for assessment	1.1 Receive inquiry andmaterials to be digitized 1.2 Assess condition of materials 1.3 Check schedule of personnel and availability of playback platform 1.4 Inform client if materials are fit for digitization as well as availability of	None	3 Hours	Library Personnel UPCE Media Archivist UPCE Library Personnel UPCE
2.	Present valid ID and submit other requirements to the UPCE Library personnel	schedule 2.1 Receive request with complete attachments; 2.2 Calculate fees and Present details of payment and instructions, and directions to the UP	None	15 Minutes	Library Personnel UPCE

		Cashier's office			
3.	Pay corresponding fee	3. Wait for client action	Processing fee UP students: PHP 30.00 (for the first 1 minute or a fraction thereof; additional 30.00 for every succeeding minute) Filipino non-UP: PHP 100.00 (for the first 1 minute or a fraction thereof; additional 100.00 for every succeeding minute) Foreign: PHP 150.00 (for the first 1 minute or a fraction thereof; additional 100.00 for every succeeding minute)	1 Day (paused-clock)	UP Cash Office
4.	Present or email copy of receipt to UPCE Library Personnel	 4.1 Acknowledge presentation of receipt 4.2 Provide copy of ACL Extension Services Slip to client 4.3 Digitize analog materials 4.4 Inform Client that analog 	None	10 Days and 5 Minutes	Library Personnel UPCE Media Archivist UPCE Library Personnel

			material and digitized tracks are ready for pick-up			UPCE
5.	Present ACL Extension Services Slip upon pick-up of materials	5.	Turn-over analog materials and digital storage device containing digitized tracks to Client	None	3 Minutes	Library Personnel UPCE
6.	Sign receipt of material	6.	File receipt of material	None	5 Minutes	Library Personnel UPCE
	Illaterial		TOTAL:	Processing fee - UP students: PHP 30.00 (for the first 1 minute or a fraction thereof; additional 30.00 for every succeeding minute) Filipino non- UP: PHP 100.00 (for the first 1 minute or a fraction thereof; additional 100.00 for every succeeding minute) Foreign: PHP 150.00 (for the first 1 minute or a fraction thereof; additional 100.00 for every succeeding minute)	11 Days, 3 Hours and 28 Minutes	OPGE

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24. Request for digitization of analog commercial audio recordings

Request for transfer of commercial audio recordings in analog to digital format. This service is subject to availability of playback platform and personnel, as well as condition of material. This service has a limit of 5 pieces of analog materials per transaction. UPCE can only accept a maximum of 2 digitization service requests per month.

Office or Division:	UP Center for Ethnomusicology (UPCE)			
Classification:	Highly Technical			
Type of Transaction:	Business	vernment and Government to Citizen; Government to		
Who may avail:	 UP students and UP alumni; Filipino non-UP students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists; and, Foreign students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists 			
CHECKLIST OF R	REQUIREMENTS	WHERE TO SECURE		
UP Clients				
Valid UP ID (student) (alumni) (original co		UP Office of the University Registrar (student) or UP Alumni Association (alumni)		
Accomplished UPCE A Services Slip (1 origin		UP Center for Ethnomusicology Library		
Material/s to be digit	ized			
Digital storage device for the digitized tracks		Requesting Party		
Index or Description/Identification of analog material for metadata, if available (1 copy)				
Filipino Non-UP				
Valid government ID, school ID, or company ID with client's photo and signature (1 original copy)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, COMELEC, PRC, LTO School of Affiliation, Company of Affiliation		
Accomplished UPCE ACL Extension Services Slip (1 original copy)		UP Center for Ethnomusicology Library		
Material/s to be digitized				
Digital storage device for the digitized tracks		Paguagting Party		
Index or Description/Identification of analog material for metadata, if available (1 copy)		Requesting Party		
Foreign				

Valid ID (passport) (original copy)	Respective government institution issuing passport
Accomplished UPCE ACL Extension Services Slip (1 original copy)	UP Center for Ethnomusicology Library
Material/s to be digitized	
Digital storage device for the digitized tracks	
Index or Description/Identification of analog material for metadata, if available (1 copy)	Requesting Party

	CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Submit materials to be digitized for assessment	1.1 Receive inquiry and materials to be digitized 1.2 Assess condition of materials 1.3 Check schedule of personnel and availability of playback platform 1.4 Inform client if materials are fit for digitization as well as availability of schedule	None	3 Hours	Library Personnel UPCE Media Archivist UPCE Library Personnel UPCE
2.	Present valid ID and submit other requirements to the UPCE Library personnel	2.1 Receive request with complete attachments; 2.2 Calculate fees and Present details of payment and instructions, and directions to the UP Cashier's office	None	15 Minutes	Library Personnel UPCE
3.	Pay corresponding fee	3. Wait for client action	Processing fee - UP students: PHP 30.00/track	1 Day (paused-clock)	UP Cash Office

		TOTAL:	30.00/track Filipino non- UP: PHP 100.00/track Foreign:	11 Days, 3 Hours and 28 Minutes	
			Processing fee - <i>UP students</i> : PHP		
6.	Sign receipt of material	6. File receipt of material	None	5 Minutes	Library Personnel UPCE
5.	Present ACL Extension Services Slip upon pick-up of materials	5. Turn-over analog materials and digital storage device containing digitized tracks to Client	None	3 Minutes	Library Personnel UPCE
4.	Present or email copy of receipt to UPCE Library Personnel	4.1 Acknowledge presentation of receipt 4.2 Provide copy of ACL Extension Services Slip to client 4.3 Digitize analog materials 4.4 Inform Client that analog material and digitized tracks are ready for pick-up	Filipino non- UP: PHP 100.00/track Foreign: PHP 150.00/track None	10 Days and 5 Minutes	Library Personnel UPCE Media Archivist UPCE Library Personnel UPCE

25. Request for digitization of analog non-commercial video recordings

Request for transfer of non-commercial video recordings in analog to digital format. This service is subject to availability of playback platform and personnel, as well as condition of material. This service has a limit of 5 pieces of analog materials per transaction. UPCE can only accept a maximum of 2 digitization service requests per month.

Office or Division:	UP Center for Ethnomusicology (UPCE)			
Classification:	Highly Technical			
Type of Transaction:		nment and Government to Citizen; Government to Business		
Who may avail:	1. UP students and UP alumni; 2. Filipino non-UP students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists; and, 3. Foreign students, faculty, and academic personnel, government personnel researchers, cultural workers, and artists;			
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE		
UP Clients				
Valid UP ID (studen (alumni) (original c		UP Office of the University Registrar (student) or UP Alumni Association (alumni)		
Accomplished UPCI Services Slip (1 orig		UP Center for Ethnomusicology Library		
Material/s to be dig	gitized	Requesting Party		
Digital storage devi	ce for the digitized			
Index or Description/Identification of analog material for metadata, if available (1 copy)				
Filipino Non-UP				
Valid government I company ID with cl signature (1 origina	ient's photo and	BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, COMELEC, PRC, LTO, School of Affiliation, Company of Affiliation		
Accomplished UPCE ACL Extension Services Slip (1 original copy)		UP Center for Ethnomusicology Library		
Material/s to be digitized		Requesting Party		
Digital storage device for the digitized tracks				
Index or Description/Identification of analog material for metadata, if available (1 copy)		Requesting Party		
Foreign				
Valid ID (passport) (original copy)		Respective government institution issuing passport		

Accomplished UPCE ACL Extension Services Slip (1 original copy)	UP Center for Ethnomusicology Library
Material/s to be digitized	
Digital storage device for the digitized tracks	Requesting Party
Index or Description/Identification of analog material for metadata, if available (1 copy)	requesting I arty

	available (1 copy)			DD 0 0F00	DED CO.
C	LIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Submit materials to be digitized for assessment	1.1 Receive inquiry and materials to be digitized 1.2 Assess condition of materials 1.3 Check schedule of personnel and availability of playback platform 1.4 Inform client if materials are fit for digitization as well as availability of schedule	None	3 Hours	Library Personnel UPCE Media Archivist UPCE Library Personnel UPCE
2.	Present valid ID and submit other requirements to the UPCE Library personnel	2.1 Receive request with complete attachments; 2.2 Calculate fees and Present details of payment and instructions, and directions to the UP Cashier's office	None	15 Minutes	Library Personnel UPCE
3.	Pay correspondin g fee	3. Wait for client action	Processing fee - UP students, and alumni: PHP 100.00 (for the first 1 minute or a fraction thereof; additional 100.00 for every	1 Day (paused-clock)	UP Cash Office

			succeeding		
			minute)		
			Filipino non-		
			UP:		
			PHP 200.00		
			(for the first 1		
			minute or a		
			fraction		
			thereof;		
			additional		
			200.00 for		
			every		
			succeeding		
			minute)		
			Foreign:		
			PHP 500.00		
			(for the first 1		
			minute or a		
			fraction		
			thereof;		
			additional		
			500.00 for		
			every		
			succeeding		
			minute)		
4.	Present or	4.1 Acknowledge	None	10 Days and 5	Library Personnel
	email copy of	presentation of		Minutes	UPCE
	receipt to	receipt			
	UPCE Library	4.2 Provide copy of			
	Personnel	ACL Extension			
		Services Slip to			
		client			
		4.3 Digitize analog			
		materials			Media Archivist
		4.4 Inform Client			UPCE
		that analog			
		material and			Library Personnel
		digitized tracks			UPCE
		are ready for			-
		pick-up			
5.	Present ACL	5. Turn-over	None	3	Library
	Extension	analog		Minutes	Personnel
	Services Slip	materials and			UPCE
	upon pick-up	digital storage			0.02
	of materials	device			
		containing			
		digitized tracks			
		to Client			
6.	Sign receipt	6. File receipt of	None	5 Minutes	Library Personnel
5.	of material	material	1,0110		UPCE
				1	01 01

	Processing		
	fee -		
	UP students,		
	and alumni:		
	PHP 100.00		
	(for the first 1		
	minute or a		
	fraction		
	thereof;		
	additional		
	100.00 for		
	every		
	succeeding		
	minute)		
	Eilining non		
	Filipino non-		
	<i>UP</i> :		
	PHP 200.00	11 Days 2	
TOTAL:	(for the first 1 minute or a	11 Days, 3 Hours and 28	
IOTAL:	fraction	Minutes	
	thereof;	Millutes	
	additional		
	200.00 for		
	every		
	succeeding		
	minute)		
	Foreign:		
	PHP 500.00		
	(for the first 1		
	minute or a		
	fraction		
	thereof;		
	additional		
	500.00 for		
	every		
	succeeding		
	minute)		

26. Request for digitization of commercial video recordings

Request for transfer of commercial video recordings in analog to digital format. This service is subject to availability of playback platform and personnel, as well as condition of material. This service has a limit of 5 pieces of analog materials per transaction. UPCE can only accept a maximum of 2 digitization service requests per month.

Office or Division:	UP Center for Ethnomusicology (UPCE)		
Classification:	Highly Technical		
Type of	Government to Government and Government to Citizen; Government to		

Transaction:	Business				
Who may avail:	 UP students and UP alumni; Filipino non-UP students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists; and, Foreign students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists 				
CHECKLIST OF	REQUIREMENTS		WHERE TO SECU	RE	
UP Clients					
Valid UP ID (studen	-			rar (student) or UP	
(alumni) (original of Accomplished UPCI Services Slip (1 original of Accomplished UPCI Services Slip (1 original origina	E ACL Extension	Alumni Associati UP Center for Et	hnomusicology Libra	ary	
Material/s to be dig	ritized	Requesting Party	У		
Digital storage devi tracks					
Index or Descriptio analog material for (1 copy)	n/Identification of metadata, if available				
Filipino Non-UP					
Valid government ID, school ID, or company ID with client's photo and signature (1 original copy)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, COMELEC, PRC, LTO, School of Affiliation, Company of Affiliation			
Accomplished UPCE ACL Extension Services Slip (1 original copy)		UP Center for Ethnomusicology Library			
Material/s to be digitized		Requesting Party	У		
Digital storage devi tracks		Requesting Party			
Index or Descriptio analog material for (1 copy)	n/Identification of metadata, if available				
Foreign					
Valid ID (passport)		Respective government institution issuing passport			
Accomplished UPCE ACL Extension Services Slip (1 original copy)		UP Center for Et	hnomusicology Libra	ary	
Material/s to be digitized					
Digital storage device for the digitized tracks		Doguastina Dart			
Index or Description/Identification of analog material for metadata, if available (1 copy)		Requesting Party			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit materials to	1.1 Receive inquiry and materials to	None	3 Hours	Library Personnel UPCE	

	be digitized for assessment	be digitized 1.2 Assess condition of materials 1.3 Check schedule of personnel and availability of playback platform 1.4 Inform client if materials are fit for digitization as well as availability of schedule			Media Archivist UPCE Library Personnel UPCE
2.	Present valid ID and submit other requirements to the UPCE Library personnel	2.1 Receive request with complete attachments; 2.1 Calculate fees and Present details of payment and instructions, and directions to the UP Cashier's office	None	15 Minutes	UPCE Library Personnel
3.	Pay correspondin g fee	3. Wait for client action	Processing fee UP students: PHP 80.00 (for every analog material) Filipino non- UP: PHP 300.00 (for every analog material) Foreign: PHP 500.00 (for every analog material)	1 Day (paused-clock)	UP Cash Office
4.	Present or email copy of receipt to UPCE Library Personnel	 4.1 Acknowledge presentation of receipt 4.2 Provide copy of ACL Extension Services Slip to client 4.3 Digitize analog 	None	10 Days and 5 Minutes	UPCE Library Personnel

5.	Present ACL Extension Services Slip upon pick-up of materials	5.	materials Inform Client that analog material and digitized tracks are ready for pick-up Turn-over analog materials and digital storage device containing digitized tracks to Client	None	3 Minutes	Media Archivist UPCE UPCE Library Personnel UPCE Library Personnel
6.	Sign receipt of material	6.	File receipt of material	None	5 Minutes	UPCE Library Personnel
			TOTAL:	Processing fee - UP students: PHP 80.00 (for every analog material) Filipino non- UP: PHP 300.00 (for every analog material) Foreign: PHP 500.00 (for every analog material)	11 Days and 28 Minutes	

Office of the Vice Chancellor for Research and Development UP Center for Ethnomusicology

Internal Services

1. Online access to iLib and UPCE Collections Portal

Request for equipment to access iLib, UPCE Collections Portal inside the UPCE Library

Office or Division:	UP Center for Ethnomusicology (UPCE)				
Classification:	Simple				
Type of Transaction:	Government to Go	overnment			
Who may avail:	UP Faculty and E	nployees			
CHECKLIST OF RE	QUIREMENTS		WHERE TO S	ECURE	
Valid UP ID (original	сору)	UP Human R	lesources Developme	ent Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Present valid ID and request for equipment for accessing iLib and UPCE Collections Portal at the UPCE Library personnel (for use only inside the UPCE during service hours)	1.1 Receive request 1.2 Prepare UPCE computer for client use; assist client whenever necessary	None	15 Minutes	Library Personnel UPCE	
	TOTAL:	None	15 Minutes		

2. UPCE Registration

Registration for entry and access to the UPCE library, archives, and instrumentarium (valid for one calendar year upon completion of registration)

Office or Division:	UP Center for Ethnomusicology (UPCE)		
Classification:	Simple		
Type of Transaction:	Government to Government		
Who may avail:	UP Faculty and Employees		
CHECKLIST OF R	EQUIREMENTS	WHERE TO SECURE	
Valid UP ID (original copy)		UP Human Resources Development Office	
Accomplished UPCE Registration form endorsed by the client's Dean, Head of Unit, or Librarian (1 original		UP Center for Ethnomusicology Library or (download at the UP Center for Ethnomusicology website)	

		T		
copy)				
Archive Users				
Valid UP ID (origina	UP ID (original copy) UP Human Resources Development Office			fice
Accomplished UPCE Registration form endorsed by the client's Dean, Head of Unit, or Librarian (1 original copy)			omusicology Library omusicology websit	y or (download at the e)
Attached description work/study (1 original)		Requesting Party		
, , , , , , , , , , , , , , , , , , , ,	AGENCY	FEES TO BE	PROCESSING	PERSON
CLIENT STEPS	ACTION	PAID	TIME	RESPONSIBLE
1. Present valid ID and submit requirements to the UPCE Library Personnel in person or through email	1.1 Receive accomplish ed UPCE Registration form with complete attachment s 1.2 Present details of payment and instructions, and directions to the UP Cashier's office	None	5 Minutes	Library Personnel UPCE
2. Pay correspondin g fee at UP Cashier	2. Wait for client step	Registration fee - PHP 50.00	1 Day (paused-clock)	UP Cash Office
3. Present receipt as Official Receipt to UPCE	3. Input Registration of client in the database	None	5 Minutes	Library Personnel UPCE
	TOTAL:	Registration fee - PHP 50.00	1 Day and 10 minutes	

3. UPCE Tour

Request for and participation in guided UPCE library, instrumentarium, and/or archive tour

Office or Division:	UP Center for Ethnomusicology (UPCE)
Classification:	Simple

Type of Transaction:	Government to Government			
Who may avail:	UP Faculty and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid UP ID (Valid ID of group head if group tour) (original copy)		UP Human Resources Development Office		
Valid UPCE Registration (Registration of group head if group tour)		UP Center for Ethnomusicology Library		
Request letter addressed to the UPCE Director endorsed by their respective Head of Unit (1 original copy)		Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present valid ID and submit requirements to the UPCE Library Personnel in person or through email	1.1 Receive request with complete attachments and check client's UPCE Registration status 1.2 Check availability of venue and staff in the UPCE Calendar 1.3 Secure approval of UPCE Director 1.4 Schedule venue and tour in UPCE calendar for the information of all UPCE 1.5 Inform client of approved/deni ed request and schedule	None	2 Days and 5 Minutes	Library Personnel UPCE
2. Arrive at least 15 minutes before schedule	2. Arrange participants into smaller groups (for large number of participants) and perform tour	None	15 Minutes (per group)	Library Personnel UPCE

TOTAL:	None	2 Days and 20 Minutes	
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4. Library materials for room use or for presentation within the UP College of Music

Borrowing and use of library materials for use inside the UPCE Library or for one-time presentations within the UP College of Music only $\frac{1}{2}$

Office or Division:	UP Center for Eth	UP Center for Ethnomusicology (UPCE)				
Classification:	Simple	Simple				
Type of Transaction:	Government to Go	Government to Government				
Who may avail:	UP Faculty and En	nployees				
CHECKLIST OF R	EQUIREMENTS WHERE TO SECURE					
Valid UP ID (original	сору)	UP Human F	Resources Developme	ent Office		
Accomplished UPCE (1 original copy)	Library Call Slip	UP Center for Ethnomusicology Library				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1. Present valid ID and submit accomplished UPCE Library Call Slip to the UPCE Library Personnel in person or through email	1.1 Receive request with complete attachments 1.2 Prepare materials and provide to client	None	5 Minutes 5 Minutes/title	Library Personnel UPCE		
2. Pick-up library material/s in person; leave Valid ID with Library personnel as collateral	2. Assist client with use of library material/s whenever necessary	None	5 Minutes	Library Personnel UPCE		
3. Return materials upon end of use	3. Receive materials and return client ID	None	5 Minutes	Library Personnel UPCE		
	TOTAL:	None	20 Minutes			

5. Library materials for extended use

Request for borrowing of library materials for overnight or extended use outside the UP College of Music. This service is limited to a maximum duration of one (1) month per material, renewable every month. Materials available for borrowing are subject to their physical condition and availability. Maximum of 3 materials at a time. General reference materials, theses and dissertations, and rare books are excluded from this service.

Office or Division:	UP Center for Ethnomusicology (UPCE)					
Classification:	Simple					
Type of Transaction:	Government to Gover	Government to Government				
Who may avail:	UP Faculty and Emplo	oyees				
CHECKLIST OF	REQUIREMENTS		WHERE TO S	ECURE		
Valid UP ID (origina	l copy)	UP Human	Resources Developm	ent Office		
Accomplished UPCE original copy)	Library Call Slip (1	UP Center f	or Ethnomusicology	Library		
Request letter addre Director endorsed b (1 original copy)		Requesting	Party			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1. Present valid ID and submit requirements to the UPCE Library Personnel in person or through email	1.1 Receive request with complete attachment and check client's UPCE Registration status 1.2 Secure approval of UPCE Director 1.3 Inform client of approved/deni ed request and schedule 1.4 Prepare materials and provide to client	None	1 Day and 5 Minutes	Library Personnel UPCE		
2. Pick-up library material/s in person; leave Valid ID with library personnel as collateral	2. Assist client with use of library material/s whenever necessary	None	5 Minutes	Library Personnel UPCE		

3.	Return materials upon end of use	3. Receive materials and return client ID	None	5 Minutes	Library Personnel UPCE
TOTAL:			None	1 Day and 15 Minutes	

6. Reproduction of Library materials

Reproduction of library materials. This service is subject to the terms outlined in Sec. 185 of Republic Act No. 8293 as well as the Revised UP Intellectual Property Policy (2011)

Office or Division:	UP Center for Ethnomusicology (UPCE)					
Classification:	Simple	Simple				
Type of Transaction:	Government to Government					
Who may avail:	UP Faculty and Emplo	yees				
CHECKLIST OF	REQUIREMENTS		WHERE TO SI	ECURE		
Valid UP ID (original	l сору)	UP Human	Resources Developm	nent Office		
Accomplished UPCE original copy)	Library Call Slip (1	UP Center	for Ethnomusicology	Library		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1. Present valid ID and submit accomplished UPCE Library Call Slip to the UPCE Library Personnel in person or through email	1.1 Receive request with complete attachment 1.2 Prepare materials	None	5 Minutes 5 Minutes/title	Library Personnel UPCE		
2. Pick-up library material/s in person; leave Valid ID with library personnel as collateral	2. Redirect client to the printing/copyin g services (non-UPCE entity)	None	5 Minutes	Library Personnel UPCE		
3. Return materials upon end of use	3. Receive materials and return client ID	None	5 Minutes	Library Personnel UPCE		
	TOTAL:	None	20 Minutes			

7. Reference and bibliographic services

Request for reference and bibliographic services

Office or Division:	UP Center for Eth	nomusicology	(UPCE)		
Classification:	Simple				
Type of Transaction:	Government to Go	Government to Government			
Who may avail:	UP Faculty and Employees				
CHECKLIST OF RI	EQUIREMENTS WHERE TO SECURE				
Personal appearance correspondence	or eMail	Requesting 1	Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit inquiry to the UPCE Library Personnel in person or through email	2.1 Receive request 2.2 Prepare references and bibliographi c sources	None	x5 Minutes 5 Minutes/title	Library Personnel UPCE	
2. Receive required information	2. Assist client with use of library material/s whenever necessary	None	5 Minutes	Library Personnel UPCE	
	TOTAL:	None	15 Minutes		

8. Library spaces and facilities within service hours

Use of library spaces and facilities for personal study, group work, and small group discussions within service hours

Office or Division:	UP Center for Ethnomusicology (UPCE)			
Classification:	Simple			
Type of Transaction:	Government to Go	Government to Government		
Who may avail:	UP Faculty and Er	nployees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid UP ID (original copy)		UP Human Resources Development Office		

	CLIENT STEPS		ENCY CTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Present Valid ID to the UPCE Library Personnel	cli ba us wl	emind ient of asic space se policies hen ecessary	None	2 Minutes	Library Personnel UPCE
	TOTAL:		None	2 Minutes		

9. Library spaces and facilities for use beyond service hours

Request for use of library spaces and facilities beyond service hours (subject to availability of space, facilities, personnel, and UP College of Music building regulations)

Office or Division:	UP Center for Ethnor	UP Center for Ethnomusicology (UPCE)				
Classification:	Simple					
Type of Transaction:	Government to Gove	ernment				
Who may avail:	UP Faculty and Empl	loyees				
CHECKLIST OF	REQUIREMENTS		WHERE TO SECUR	RE		
Valid UP ID (origina	al copy)	UP Human Resour	rces Development O	ffice		
Valid UPCE Registra	ation	UP Center for Ethi	nomusicology Librar	'n		
Request letter addr Director endorsed b original copy)		Requesting Party				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1. Present valid ID and submit requirements to the UPCE Library Personnel in person or through email	2.1 Receive request with complete attachment and check client's UPCE Registration status 2.2 Secure approval of UPCE Director 2.3 Inform client of approved/deni ed request 2.4 Present details of payment	None	1 Day and 5 Minutes	Library Personnel UPCE		

			and instructions, and directions to the UP Cashier's office;			
2.	Pay correspondin g fee at UP Cashier's Office	2.	Wait for client Action	Rental fee - PHP 1,500.00/ hour	1 Day (paused-clock)	UP Cash Office
3.	Present or email copy of receipt to UPCE Library Personnel		Acknowledge presentation of receipt Inform Client of approved schedule	None	5 Minutes	Library Personnel UPCE
4.	Arrive at least 15 minutes before schedule	4.	Assist client with use of library material/s whenever necessary	None	5 Minutes	Library Personnel UPCE
	TOTAL:			Rental fee - PHP 1,500.00/hour	2 Days and 15 Minutes	

10. Instruments for room study

Borrowing and use of instruments for use inside the UPCE Library (no playing)

Office or Division:	UP Center for Ethnom	UP Center for Ethnomusicology (UPCE)			
Classification:	Simple				
Type of Transaction:	Government to Gover	nment			
Who may avail:	UP Faculty and Emplo	oyees			
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE			
Valid UP ID (original	copy)	UP Human Resources Development Office			
Accomplished UPCE Borrower's Form (1		UP Center for Ethnomusicology Library			
CLIENT STEPS AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Present valid ID and submit accomplished UPCE	3.1 Receive request with complete attachment 3.2 Prepare	None	5 Minutes	Library Personnel UPCE	

	Instrument Borrower's Form to the UPCE Library Personnel in person or		instrument/s and provide to client		15 Minutes/ instrument	
	through email					
2.	Pick-up instrument in person; leave Valid ID with library personnel as collateral	2.	Assist client with use of instrument/s whenever necessary	None	15 Minutes	Library Personnel UPCE
3.	Return materials upon end of use	3.	Receive materials and return client ID	None	5 Minutes	Library Personnel UPCE
			TOTAL:	None	40 Minutes	

11. Instruments for playing and/or demonstration

Borrowing and use of instruments for use/demonstration inside the UPCE Library (subject to availability of instrument and artefact, and library space)

	Office or Division:	UP Center for Ethnomi	UP Center for Ethnomusicology (UPCE)					
(Classification:	Simple	Simple					
	Type of Transaction:	Government to Government						
V	Vho may avail:	UP Faculty and Employees						
CHECKLIST OF REQUIREMENTS				WHERE TO SI	ECURE			
Va	lid UP ID (origina	l copy)	UP Human Resources Development Office					
	Accomplished UPCE Instrument Borrower's Form (1 original copy)		UP Center for Ethnomusicology Library					
Diı	quest letter addre rector endorsed b iginal copy)		Requesting	g Party				
(CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE			
1.			None	1 Day and 5 Minutes	Library Personnel UPCE			

	through email	3.5	in UPCE calendar for information of all UPCE personnel Inform client of approved/denied request and schedule Post information about the use/class demo for information of other clients Prepare			
			instrument/s and provide to client			
2.	Arrive at least 15 minutes before scheduled use/class demonstration ; leave Valid ID with library personnel as collateral	2.	Assist client with use of instrument/s whenever necessary	None	5 Minutes	Library Personnel UPCE
3.	Return materials upon end of use	3.	Receive materials and return client ID	None	5 Minutes	Library Personnel UPCE
			TOTAL:	None	1 Day and 15 Minutes	

12. Instruments and artefacts for use within the UP College of Music

Request for one-day borrowing and return of instruments and artefacts within the UP College of Music (subject to availability of instrument and artefact)

Office or Division:	UP Center for Ethnomusicology (UPCE)			
Classification:	Simple	Simple		
Type of Transaction:	Government to Government			
Who may avail:	UP Faculty and Employees			
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE		
Valid UP ID (original copy)		UP Human Resources Development Office		

Accomplished UPCE Instrument Borrower's Form (1 original copy)	UP Center for Ethnomusicology Library		
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy)	Requesting Party		

original copy)		FEEC TO DE DOCECCINC DEDCON			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Present valid ID and submit requirements to the UPCE Library Personnel in person or through email	2.1 Receive request with complete attachments 2.2 Secure approval of UPCE Director (if for non- classroom; non-UP; or, UP alumni use) 2.3 Present details of payment and instructions, and directions to the UP Cashier's office;	None	1 Day and 5 Minutes	Library Personnel UPCE	
2. Pay corresponding fee at the UP Cashier	2. Wait for client action	Rental Fee- (for classroom use): FREE (for non- classroom use): 20% of the cost of instrument	1 Day (paused-clock)	UP Cash Office	
3. Present or email copy of receipt to UPCE Library Personnel	3.1 Acknowledge presentation of receipt 3.2 Inform Client of pick-up schedule	None	5 Minutes	Library Personnel UPCE	
4. Pick-up instrument in person;	4. Assist client with use of instrument/s whenever necessary	None	5 Minutes	Library Personnel UPCE	
5. Return materials upon	5. Receive materials and	None	5 Minutes	Library Personnel UPCE	

end of use	return client ID			
	TOTAL:	Rental Fee- (for classroom use): FREE (for non- classroom use): 20% of the cost of instrument	1 Day and 20 Minutes	

13. Instruments and artefacts for extended use

Request for borrowing of instruments or artefacts for overnight or extended use outside the UP College of Music (within UP Diliman only). This service is limited to a maximum duration of one (1) month per material, renewable every month. Materials available for borrowing are subject to their physical condition and availability. Maximum of 3 materials at a time.

Office or Division:	UP Center for Ethnomusicology (UPCE)					
Classification:	Simple					
Type of Transaction:	Government to Government					
Who may avail:	UP Faculty and Empl	oyees				
CHECKLIST OF	REQUIREMENTS		WHERE TO SECU	JRE		
Valid UP ID (origina	ıl copy)	UP Human Reso	ources Development	Office		
Valid UPCE Registra Accomplished UPCE Borrower's Form (1 Request letter addra	E Instrument original copy) essed to the UPCE	UP Center for Ethnomusicology Library				
Director endorsed by original copy)	by Head of Unit (1	Requesting Party				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1. Present valid ID and submit requirements to the UPCE Library Personnel in person or through email	4.1 Receive request with complete attachment and check client's UPCE Registration status 4.2 Secure approval of	None	1 Day and 5 Minutes	Library Personnel UPCE		

	upon end of use		return client ID TOTAL:	Rental Fee – 20% cost of instrument	2 Days and 20 Minutes	01 02
5.	Return materials	5.	Receive materials and	None	5 Minutes	Library Personnel UPCE
	Official Receipt (if applicable); leave Valid ID with library personnel as collateral		necessary			
4.	Pick-up instrument in person; present	4.	Assist client with use of instrument/s whenever	None	5 Minutes	Library Personnel UPCE
3.	Present or email copy of receipt to UPCE Library Personnel		Acknowledge presentation of receipt Inform Client of pick-up schedule	None	5 Minutes	Library Personnel UPCE
2.	Pay corresponding fee at the UP Cashier	2.	Wait for client action	Rental Fee – 20% of the cost of instrument (in PHP)	1 Day (paused-clock)	UP Cashier
		4.3	UPCE Director (if for non- classroom; non-UP; or, UP alumni use) Present details of payment and instructions, and directions to the UP Cashier's office;			

14. Request for access to archival fieldnotes, photographs, and audio inside the UPCE Library

Request of Archive Users to access low-resolution digital copies of archival fieldnotes, photographs, and audio inside the UPCE Library (maximum 10 materials per research day)

Office or Division:	UP Center for Ethnomusicology (UPCE)		
Classification:	Simple		
Type of	Government to Government		

Transaction.					
Who may avail:	UP Faculty and Employees				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
Valid UP ID (original copy)		UP Human Resources Development Office			
Valid UPCE Registration					
Accomplished UPCE Access Form (1 original copy)		UP Center for Ethnomusicology Library			

Transaction

AGENCY FEES TO PROCESSING CLIENT STEPS PERSON RESPONSIBLE **ACTION BE PAID** TIME Library Personnel 1. Present valid 1.1 Receive None 2 Days and 5 ID and submit request with Minutes **UPCE** requirements complete to the UPCE attachment Library and check Personnel in client's UPCE person or through email Registration status 1.2 Schedule use of access station Inform client of schedule 1.3 Prepare **UPCE Access** Station 1.4 Retrieve and prepare requested digital files and transfer to UPCE Access Archive Personnel Station UPCE 2. Arrive at least 2. Assist client Library Personnel None 10 Minutes 15 minutes **UPCE** with the use before of archival schedule material/s whenever necessary 2 Days and 15 **TOTAL:** None Minutes

15. Request for online access to archival fieldnotes, photographs and audio

Request of Archive Users for online access low-resolution digital copies of UPCE archival fieldnotes, photographs, and audio (maximum of 10 materials per research day)

Office or Division:	UP Center for Ethnomusicology (UPCE)					
Classification:	Complex					
Type of Transaction:	Government to Government					
Who may avail:	UP Faculty and Emplo	oyees				
CHECKLIST OF	REQUIREMENTS		WHERE TO S	ECURE		
Valid UP ID (original	copy)	UP Human	Resources Developm	ent Office		
Valid UPCE Registrat	tion	IIP Center f	or Ethnomusicology	Library		
Accomplished UPCE original copy)	Accomplished UPCE Access Form (1			lownloaded at the UPCE		
1 -	Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy)		Requesting Party			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1. Present valid ID and submit requirements to the UPCE Library Personnel in person or through email	1.1 Receive request with complete attachments and check client's UPCE Registration status 1.2 Secure approval of UPCE Director; 1.3 Inform Client of approved/deni ed request and schedule; 1.4 Retrieve and prepare requested materials 1.5 Upload requested materials in UPCE Archive Google Drive folder 1.6 Inform Client when the material is	None	4 Days and 5 Minutes	Archive Personnel UPCE UPCE		

	available for access online and provide link of the Google Drive folder			Library Personnel UPCE
TOTAL:		None	4 Days and 5 minutes	

16. Request for print reproduction of archival photographs for fair use

Request for acquiring 5R photo paper print-outs of archival photographs (Reproduction of materials are subject to the terms outlined in Sec. 185 of Republic Act No. 8293) (maximum of 5 images per research day)

Office or Division	n:	UP Center for Et	UP Center for Ethnomusicology (UPCE)				
Classification:		Complex					
Type of Transaction	on:	Government to	Go	vernment	rernment		
Who may avail:	:	UP Faculty and	En	nployees			
CHECKLIST OF	REQU	JIREMENTS		WHERE TO SECURE			
Valid UP ID (origina	l cop	y)	U	JP Human Res	sources Developmen	t Office	
Valid UPCE Registration Accomplished UPCE Reproduction Form (1 original copy) Accomplished Letter-Agreement for Terms of Use with UPCE (2 original copies) Request letter addressed to the UPCE			UP Center for Ethnomusicology Library (UPCE Reproduction Form can also be downloaded at the UPCE website)				
Director endorsed boriginal copy)	y Hea	au oi oiiit (1	Requesting Party				
CLIENT STEPS	A	GENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Present valid ID and submit required forms and letters to the UPCE Library Personnel in person or through email		Receive request with complete attachment and check client's UPCE Registration status Secure approva of UPCE Director;		None	2 Days and 5 Minutes	Library Personnel UPCE	

		 1.3 Inform Client of approved/denie d request and schedule; 1.4 Device Letter-Agreement for Terms of Use and send to client 			
2.	Sign Letter- Agreement for Terms of Use and return to UPCE Library Personnel	2.1 Receive and file Letter- Agreement for Terms of Use 2.2 Present details of payment and instructions, and directions to the UP Cashier's office;	None	10 Minutes	Library Personnel UPCE
3.	Pay corresponding fee at UP Cashier	3. Wait for Client's action	Printing fee - PHP 50.00/ image	1 Day (paused-clock)	UP Cash Office
4.	Present or email copy of receipt to UPCE Library Personnel	6.1 Acknowledg e presentation of receipt 6.2 Retrieve requested materials 6.3 Print requested materials 6.4 Inform Client that requested material is ready	None	2 Days and 10 Minutes	Library Personnel UPCE Archive Personnel UPCE Library Personnel UPCE
5.	Claim requested materials from the UPCE Library	5. Turn over requested print-out to Client	None	15 Minutes	Library Personnel UPCE
6.	Sign receipt of material	6. File receipt of material	None	5 Minutes	Library Personnel UPCE
		TOTAL:	Printing fee - PHP 50.00/ image	5 Days and 45 Minutes	

17. Request for print reproduction of archival photographs (beyond fair use)

Request for acquiring 5R photo paper print-outs of archival photographs for uses that are beyond the scope of the terms outlined in Sec. 185 of Republic Act No. 8293 (maximum of 5 images per research day)

Office or Division:	UP Center for Ethnomusicology (UPCE)		
Classification:	Complex		
Type of Transaction:	Government to Government		
Who may avail:	UP Faculty and Employees		

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
Valid UP ID (original copy)	UP Human Resources Development Office	
Valid UPCE Registration		
Accomplished UPCE Reproduction Form (1 original copy)	UP Center for Ethnomusicology Library (UPCE Reproduction Form can also be downloaded at the	
Accomplished Letter-Agreement for Terms of Use with UPCE (2 original	UPCE website)	
copies)		
Request letter addressed to the UPCE		
Director endorsed by Head of Unit (1	Requesting Party	
original copy)		
Signed approval of copyright owners (1 original copy)	Copyright owner of the material	

FEES TO BE PROCESSING PERSON CLIENT STEPS AGENCY ACTION PAID TIME RESPONSIBLE 1. Present valid 2 Days and 5 1.1 Receive None Library Personnel ID and submit Minutes UPCE request with complete required form, request letter, attachments and signed and check approval of client's UPCE copyright Registration owners to the status 1.2 **UPCE Library** Secure Personnel in approval of UPCE person or through email Director: 1.3 Inform Client of approved/de nied request and schedule; 1.4 Device Letter-Agreement

		for Terms of Use and send to client			
2.	Sign Letter- Agreement for Terms of Use and return to UPCE Library personnel	2.3 Receive and file Letter-Agreement for Terms of Use;	None	10 Minutes	Library Personnel UPCE
	personner	2.4 Present details of payment and instructions, and directions to the UP Cashier's office;			
3.	Pay corresponding fee at UP Cashier	3. Wait for Client's action	Printing Fee - PHP 50.00/image	1 Day (paused-clock)	UP Cash Office
4.	Present or email copy of receipt to UPCE Library	4.1 Acknowled ge presentation of receipt 4.2 Retrieve	None	1 Day and 5 Minutes	Library Personnel UPCE
	Personnel	and prepare requested materials 4.3 Print requested materials			Archive Personnel UPCE
		4.4 Inform Client that requested material is ready			Library Personnel UPCE
5.	Claim requested materials	5. Turn over requested print-out to Client	None	15 Minutes	Library Personnel UPCE
6.	Sign receipt of material	6. File receipt of material	None	5 Minutes	Library Personnel UPCE
		TOTAL:	Printing Fee - PHP 50.00/image	5 Days and 40 Minutes	

18. Request for digital reproduction of photographs

Request for acquiring digital reproduction of photographs from the UP Center for Ethnomusicology archives (Reproduction of materials are subject to the terms outlined in Sec. 185 of Republic Act No. 8293) (maximum of 5 images per research day)

Office or Division:	UP Center for Ethnomusicology (UPCE)		
Classification:	Complex		
Type of Transaction:	Government to Government		
Who may avail:	UP Faculty and Employees		

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		
Valid UP ID (original copy)	UP Human Resources Development Office		
Valid UPCE Registration			
Accomplished UPCE Reproduction Form (1 original copy)	UP Center for Ethnomusicology Library (UPCE Reproduction Form can also be downloaded at		
Accomplished Letter-Agreement for	the UPCE website)		
Terms of Use with UPCE (2 original copies)			
Request letter addressed to the UPCE			
Director endorsed by Head of Unit (1 original copy)	Requesting Party		
Signed approval of copyright owners (1 original copy)	Copyright owner of the material		

FEES TO **PROCESSING PERSON CLIENT STEPS AGENCY ACTION** BE PAID TIME RESPONSIBLE 1. Present valid 1.1 Receive request 2 Days and 5 Library Personnel None ID and with complete Minutes **UPCE** submit attachment and required check client's forms. **UPCE** Registration request letter, status and signed 1.2 Secure approval approval of of UPCE Director; copyright 1.3 Inform Client of owner to the approved/denied **UPCE Library** request and Personnel in schedule: person or 1.4 Device Letterthrough email Agreement for Terms of Use and send to client; 3 Days and 10 Library Personnel Sign Letter-2.1 Receive and file None Agreement UPCE Letter-Agreement minutes for Terms of for Terms of Use; Use and 2.2 Retrieve return to requested

UPCE Library	materials and			Archive Personnel
Personnel	upload requested			UPCE
	materials in UPCE			
	Archive Google			
	Drive folder			
	2.3 Inform Client			
	when the material			
	is available for			
	access online and			
	provide link of the			
	Google Drive			Library Personnel
	folder			UPCE
	TOTAL:		5 Days and 15	
	TOTAL:	None	Minutes	

19. Request for reproduction of unpublished field and non-field audio recordings

Request for acquiring reproduction of unpublished field audio recordings and non-field audio recordings (recordings of concerts and performances of composed music, etc.) from the UP Center for Ethnomusicology archives (Reproduction of materials are subject to the terms outlined in Sec. 185 of Republic Act No. 8293) (maximum of 10 tracks per research day at 60 seconds or a fraction thereof per track)

Office or Division:	UP Center for Eth	UP Center for Ethnomusicology (UPCE)				
Classification:	Complex	Complex				
Type of Transaction:	Government to G	overnment				
Who may avail:	UP Faculty and E	mpl	oyees			
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE				
Valid UP ID (origin	nal copy)	UP Human Resources Development Office				
Valid UPCE Registration						
Accomplished UPCE Reproduction Form (1 original copy)			UP Center for Ethnomusicology Library (UPCE Reproduction Form can also be downloaded at the			
Accomplished Letter-Agreement for Terms of Use with UPCE (2 original copies)			CE website)			
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy)		Requesting Party				
Signed approval of copyright owners (1 original copy)		Copyright owner of the material				
CLIENT STEPS	AGENCY ACTION	I	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	

1.	Present valid ID and submit required forms, request letter, and signed approval of copyright owner to the UPCE Library Personnel in person or through email	 1.1 Receive request with complete attachments and check client's UPCE Registration status 1.2 Secure approval of UPCE Director; 1.3 Inform Client of approved/denied request and schedule; 1.4 Present details of payment and instructions, and directions to the UP Cashier's office; 1.5 Device Letter-Agreement for Terms of Use and send to client; 	None	2 Days and 5 Minutes	Library Personnel UPCE
2.	Sign Letter- Agreement for Terms of Use and return to UPCE Library personnel	2. Receive and file Letter-Agreement for Terms of Use	None	10 Minutes	Library Personnel UPCE
3.	Pay correspond ing fee at UP Cashier	3. Wait for Client's action	Reproduction Fee - (fair use): PHP 50.00 (for every 60 seconds or a fraction thereof) (beyond fair use): PHP 150.00 (for every 60 seconds or a fraction thereof)	1 Day (paused-clock)	UP Cash Office
4.	Present or email copy of receipt to UPCE Library	4.1 Acknowledge presentation of receipt 4.2 Retrieve requested	None	3 Days and 20 Minutes	Library Personnel UPCE Archive Personnel UPCE

Personnel	materials and upload requested materials in UPCE Archive Google Drive folder 4.3 Inform Client when the material is available for access online and provide link of the Google Drive folder			Library Personnel UPCE
	TOTAL:	Reproduction Fee - (fair use): PHP 50.00 (for every 60 seconds or a fraction thereof) (beyond fair use): PHP 150.00 (for every 60 seconds or a fraction thereof)	6 Days and 35 Minutes	

20. Request for reproduction and use of unpublished score for study

Request for reproduction and use of unpublished score from Archive holdings for study. This service is subject to the terms outlined in Sec. 185 of Republic Act No. 8293

Office or Division:	UP Center for Ethnomusicology (UPCE)		
Classification:	Complex		
Type of Transaction:	Government to Government		
Who may avail:	UP Faculty and Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Valid UP ID (original copy)		UP Human Resources Development Office	
Valid UPCE Registration		UP Center for Ethnomusicology Library	

Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy)	Requesting Par	rty		
Accomplished Letter-Agreement for Terms of Use with UPCE (2 original copies)				
Accomplished UPCE Reproduction Form (1 original copy)	(UPCE Reproduction Form can also be downloaded a the UPCE website)			

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present valid ID and submit required forms and request letters to the UPCE Library Personnel in person or through email	1.1 Receive request with complete attachments and check client's UPCE Registration status; 1.2 Secure approval of UPCE Director; 1.3 Inform client of approved/denied request and schedule; 1.4 Device Letter- Agreement for Terms of Use and send to client;	None	2 Days and 5 Minutes	Library Personnel UPCE
2. Sign Letter-Agreement for Terms of Use	2.1 Receive signed Letter-Agreement for Terms of Use 2.2 Prepare scores 2.3 If clients requested for digital copy - upload requested materials in UPCE Archive Google Drive folder 2.4 Inform Client that requested material is ready 2.5 If clients requested for digital copy - Provide link of the Google Drive folder for digital reproduction)	None	3 Days and 5 minutes	Library Personnel UPCE Archive Personnel UPCE

						Library Personnel
						UPCE
3.	If requesting for printed copy of score – Go to UPCE Library to pick-up score; leave Valid ID with Library personnel as collateral	3.	If clients requested for printed copy - Provide score to the client and redirect to the printing/copying services (non- UPCE entity)	None	5 Minutes	Library Personnel UPCE
4.	If requesting for printed copy of score - Return score upon end of use	4.	If clients requested for printed copy - Receive score and return client ID	None	5 Minutes	Library Personnel UPCE
			TOTAL:	None	5 Days and 20 Minutes	

21. Request for reproduction and use of unpublished score for performance

Request for reproduction and use of unpublished score from Archive holdings for performance

Office or Division:	UP Center for Ethnomusicology (UPCE)				
Classification:	Complex	Complex			
Type of Transaction:	Government to Government				
Who may avail:	UP Faculty and Employees				
CHECKLIST OF I	REQUIREMENTS	WHERE TO SECURE			
Valid UP ID (original	copy)	UP Human Resources Development Office			
Valid UPCE Registrat	tion				
Accomplished UPCE (1 original copy)	Reproduction Form	UP Center for Ethnomusicology Library			
Accomplished Letter-Agreement for Terms of Use with UPCE (2 original copies)		(UPCE Reproduction Form can also be downloaded at the UPCE website)			
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy)		Requesting Party			

Signed approval of coriginal copy)	Signed approval of copyright owners (1 original copy)		Copyright owner of the material		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Present valid ID and required forms, request letters, and signed approval of copyright owners to the UPCE Library Personnel in person or through email	1.1 Receive request with complete attachments and check client's UPCE Registration status; 1.2 Secure approval of UPCE Director; 1.3 Inform client of approved/den ied request and schedule; 1.4 Device Letter- Agreement for Terms of Use and send to client;	None	2 Days and 5 Minutes	Library Personnel UPCE	
2. Sign Letter-Agreement for Terms of Use	2.1 Receive signed Letter- Agreement for Terms of Use 2.2 Present details of payment and instructions, and directions to the UP Cashier's office;	None	5 Minutes	Library Personnel UPCE	
3. Pay corresponding fee	3. Wait for client action	Performance fee (includes royalty and processing fee) - USD 1,000.00; or, its equivalent in peso; exclusive of	1 Day (paused-clock)	UP Cash Office	

			printing, shipping and handling		
4.	Present or email Official Receipt to UPCE Archive	4.1 Acknowledge presentation of receipt; 4.2 Prepare scores 4.3 If clients requested for digital copy - Upload requested materials in UPCE Archive Google Drive folder 4.4 Inform Client that requested material is ready 4.5 If clients requested for digital copy - Provide link of the Google Drive folder	None	3 Days	Library Personnel UPCE Archive Personnel UPCE Library Personnel
		for digital reproduction)			UPCE
5.	If requesting for printed copy of score – Go to UPCE Library to pick-up score; leave Valid ID with Library personnel as collateral	5. If clients requested for printed copy -Provide score to the client and redirect to the printing/cop ying services (non-UPCE entity)	None	5 Minutes	Library Personnel UPCE
6.	If requesting for printed copy of score – Return score upon end of use	6. If clients requested for printed copy - Receive score and return client ID	None	5 Minutes	Library Personnel UPCE

TOTAL:	Performance fee (includes royalty and processing fee) - USD 1,000.00; or, its equivalent in peso; exclusive of printing, shipping and handling	6 Days and 15 Minutes	
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22. Request for selected pages from unpublished score for publication

Request for digital reproduction of selected pages of unpublished score from Archive holdings for publication

Office or Division:	UP Center for Ethnomusicology (UPCE)				
Classification:	Complex				
Type of Transaction:	Government to Government				
Who may avail:	UP Faculty and Employees				
CHECKLIST OF	REQUIREMENTS		WHERE TO SECURE		
Valid UP ID (origina	al copy)	UP Human Resour	rces Development Office		
Valid UPCE Registration					
Accomplished UPC		UP Center for Ethnomusicology Library (UPCE Reproduction Form can also be downloaded at the			
Accomplished Lette Terms of Use with copies)	_	ÙPCE website)			
Request letter addr Director endorsed original copy)		Requesting Party			
Signed approval of (1 original copy)	copyright owners	Copyright owner of the material			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	

		TOTAL:	None	Minutes	
				5 Days and 10	UPCE
	Use	for Terms of Use 2.2 Prepare scores and upload requested materials in UPCE Archive Google Drive folder 2.3 Inform Client when the material is available for access online and provide link of the Google Drive folder			Archive Personnel UPCE Library Personnel
2.	Sign Letter- Agreement for Terms of	2.1 Receive signed Letter- Agreement	None	3 Days and 5 Minutes	Library Personnel UPCE
1.	Present valid ID and submit requirements (form, request letter, and signed approval of copyright owners) to the UPCE Library Personnel in person or through email	request with complete attachments and check client's UPCE Registration status; 1.2 Secure approval of UPCE Director; 1.3 Inform client of approved/den ied request and schedule; 1.4 Device Letter-Agreement for Terms of Use and send to client;			UPCE
1.	Present valid	1.1 Receive	None	2 Days and 5 Minutes	Library Personnel

23. Request for digitization of analog non-commercial audio recordings

Request for transfer of non-commercial audio recordings in analog to digital format. This service is subject to availability of playback platform and personnel, as well as condition of material. This service has a limit of 5 pieces of analog materials per transaction. UPCE can only accept a maximum of 2 digitization service requests per month.

Office or				
Division:	UP Center for Ethnom	usicology (UPCE)		
Classification:	Highly Technical			
Type of Transaction:	Government to Govern	nment		
Who may avail:	UP Faculty and Emplo	yees		
CHECKLIST OF	REQUIREMENTS		WHERE TO SECU	RE
Valid UP ID (origina	al copy)	UP Human Reso	urces Development	Office
Accomplished UPCI Services Slip (1 orig		UP Center for Et	hnomusicology Libr	ary
Material/s to be dig				
tracks Index or Descrip	tion/Identification of metadata, if available	Requesting Part	у	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit materials to be digitized for assessment	 1.1 Receive inquiry and materials to be digitized 1.2 Assess condition of materials 1.3 Check schedule of personnel and availability of playback platform 1.4 Inform client if materials are fit for digitization as well as availability of schedule 	None	3 Hours	Library Personnel UPCE Media Archivist UPCE Library Personnel UPCE
2. Present valid ID and submit other requirements to the UPCE Library personnel	2.2 Receive request with complete attachments; 2.3 Calculate fees and Present details of payment and	None	15 Minutes	Library Personnel UPCE

			TOTAL:	fee - PHP 30.00 (for the first 1 minute or a fraction thereof; additional 30.00 for every succeeding	11 Days, 3 Hours and 28 Minutes	
	Sign receipt of material	6.	File receipt of material	None Processing	5 Minutes	Library Personnel UPCE
I S	Present ACL Extension Services Slip upon pick-up of materials	5.	Turn-over analog materials and digital storage device containing digitized tracks to Client	None	3 Minutes 5 Minutes	Library Personnel UPCE
r	email copy of receipt to UPCE Library Personnel	4.2	presentation of receipt Provide copy of ACL Extension Services Slip to client Digitize analog materials Inform Client that analog material and digitized tracks are ready for		Minutes	UPCE Media Archivist UPCE Library Personnel UPCE
Ę	Pay corresponding fee	3.	instructions, and directions to the UP Cashier's office Wait for client action Acknowledge	Processing fee PHP 30.00 (for the first 1 minute or a fraction thereof; additional 30.00 for every succeeding minute) None	1 Day (paused-clock) 10 Days and 5	UP Cash Office Library Personnel

24. Request for digitization of analog commercial audio recordings

1.4 Inform client if materials are fit for digitization as well as availability of schedule

2.1 Receive request

with complete

attachments; 2.3 Calculate fees

and Present

details of

Present valid

other

Library

ID and submit

requirements to the UPCE

Request for transfer of commercial audio recordings in analog to digital format. This service is subject to availability of playback platform and personnel, as well as condition of material. This service has a limit of 5 pieces of analog materials per transaction. UPCE can only accept a maximum of 2 digitization service requests per month.

Office or Division:	UP Center for Ethnom	usicology (UPCE)		
Classification:	Highly Technical			
Type of Transaction:	Government to Govern	nment		
Who may avail:	UP Faculty and Emplo	yees		
CHECKLIST OF	REQUIREMENTS		WHERE TO SECUI	RE
Valid UP ID (origina	al copy)	UP Human Reso	urces Development (Office
Accomplished UPCI Services Slip (1 orig		UP Center for Et	hnomusicology Libra	ary
Material/s to be dig	gitized			
Digital storage detracks	vice for the digitized	Requesting Party		
	tion/Identification of metadata, if available	, roquosung r ur c	,	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit materials to be digitized	1.1 Receive inquiry and materials to be digitized	None	3 Hours	Library Personnel
for assessment	1.2 Assess condition of materials1.3 Check schedule of personnel and availability of playback platform			UPCE Media Archivist UPCE Library Personnel UPCE

None

15 Minutes

Library Personnel UPCE

		TOTAL:	Processing fee - PHP 30.00/track	11 Days, 3 Hours and 28 Minutes	
	Sign receipt of material	File receipt of material	None	5 Minutes	Library Personnel UPCE
	Present ACL Extension Services Slip upon pick-up of materials	5. Turn-over analog materials and digital storage device containing digitized tracks to Client	None	3 Minutes	Library Personnel UPCE
4.	Present or email copy of receipt to UPCE Library Personnel	4.1 Acknowledge presentation of receipt 4.2 Provide copy of ACL Extension Services Slip to client 4.3 Digitize analog materials 4.4 Inform Client that analog material and digitized tracks are ready for pick-up	PHP 30.00/track None	10 Days and 5 Minutes	Library Personnel UPCE Media Archivist UPCE Library Personnel UPCE
3.	Pay correspondin	payment and instructions, and directions to the UP Cashier's office 3. Wait for client action	Processing fee	1 Day (paused-clock)	UP Cash Office

25. Request for digitization of analog non-commercial video recordings

Request for transfer of non-commercial video recordings in analog to digital format. This service is subject to availability of playback platform and personnel, as well as condition of material. This service has a limit of 5 pieces of analog materials per transaction. UPCE can only accept a maximum of 2 digitization service requests per month.

Office or Division:	UP Center for Ethnomusicology (UPCE)	
Classification: Highly Technical		
Type of Government to Government		

Who may avail:	UP Faculty and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid UP ID (original copy)		UP Human Resources Development Office		
Accomplished UPCE ACL Extension Services Slip (1 original copy)		UP Center for Ethnomusicology Library		
Material/s to be digitized				
Digital storage device for the digitized tracks		Requesting Party		
	on/Identification of metadata, if available			
_	metadata, if available	EEEC TO DE	DDOCECCINC	DEDCON

	CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Submit materials to be digitized for assessment	inquiry and materials to be digitized 1.2 Assess condition of materials 1.3 Check schedule of personnel and availability of playback platform 1.4 Inform client if materials are fit for digitization as well as availability of schedule	None	3 Hours	Library Personnel UPCE Media Archivist UPCE Library Personnel UPCE
2.	Present valid ID and submit other requirements to the UPCE Library personnel	2.1 Receive request with complete attachments; 2.3 Calculate fees and Present details of payment and instructions, and directions to the UP Cashier's office	None	15 Minutes	Library Personnel UPCE
3.	Pay corresponding fee	3. Wait for client action	Processing fee - PHP 100.00 (for the first 1	1 Day (paused-clock)	UP Cash Office

		7. TOTAL:	Processing fee - PHP 100.00 (for the first 1 minute or a fraction thereof; additional 100.00 for every succeeding minute)	11 Days, 3 Hours and 28 Minutes	
6.	Sign receipt of material	6. File receipt of material	None	5 Minutes	Library Personnel UPCE
5.	Present ACL Extension Services Slip upon pick-up of materials	4.4 Inform Client that analog material and digitized tracks are ready for pick-up 5. Turn-over analog materials and digital storage device containing digitized tracks to Client	None	3 Minutes	Library Personnel UPCE Library Personnel UPCE
4.	Present or email copy of receipt to UPCE Library Personnel	 4.1 Acknowledge presentation of receipt 4.2 Provide copy of ACL Extension Services Slip to client 4.3 Digitize analog materials 	minute or a fraction thereof; additional 100.00 for every succeeding minute)	10 Days and 5 Minutes	Library Personnel UPCE Media Archivist UPCE

26. Request for digitization of commercial video recordings

Request for transfer of commercial video recordings in analog to digital format. This service is subject to availability of playback platform and personnel, as well as condition of material. This service has a limit of 5 pieces of analog materials per transaction. UPCE can only accept a maximum of 2 digitization service requests per month.

Office or Division:	UP Center for Ethnomusicology (UPCE)			
Classification:	Highly Technical			
Type of Transaction:	Government to Government			
Who may avail:	UP Faculty and Empl	oyees		
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE		
Valid UP ID (original	copy)	UP Human Resources Development Office		
Accomplished UPCE Services Slip (1 origi		UP Center for Ethnomusicology Library		
Material/s to be digi	tized			
Digital storage device for the digitized tracks Index or Description/Identification of analog material for metadata, if available (1 copy)		Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit materials to be digitized for assessment	 1.1 Receive inquiry and materials to be digitized 1.2 Assess condition of materials 1.3 Check schedule of personnel and availability of playback platform 1.4 Inform client if materials are fit for digitization as well as availability of schedule 	None	3 Hours	Library Personnel UPCE Media Archivist UPCE Library Personnel UPCE
2. Present valid ID and submit other requirements to the UPCE Library	2.1 Receive request with complete attachments; 2.2 Calculate fees and Present details of	None	15 Minutes	UPCE Library Personnel

3.	Pay corresponding fee	payment and instructions, and directions to the UP Cashier's office 3. Wait for client action	Processing fee - PHP 80.00 (for every analog material)	1 Day (paused-clock)	UP Cash Office
4.	Present or email copy of receipt to UPCE Library Personnel	4.1 Acknowledge presentation of receipt 4.2 Provide copy of ACL Extension Services Slip to client 4.3 Digitize analog materials 4.4 Inform Client that analog material and digitized tracks are ready for pick-up	None	10 Days and 5 Minutes	UPCE Library Personnel Media Archivist UPCE UPCE Library Personnel
5.	Present ACL Extension Services Slip upon pick-up of materials	5. Turn-over analog materials and digital storage device containing digitized tracks to Client	None	3 Minutes	UPCE Library Personnel
6.	Sign receipt of material	6. File receipt of material	None	5 Minutes	UPCE Library Personnel
		TOTAL:	Processing fee - PHP 80.00 (for every analog material)	11 Days and 28 Minutes	